

## Terms of Reference for

### National Short-Term Expert on Regional Coordination

#### Within the Scope of Strengthening the Civilian Oversight of Internal Security Forces Phase III Project (CO III)

## 1. BACKGROUND

The Projects for the Civilian Oversight of Internal Security Sector have identified the main requirements for an effective and human centred civilian oversight mechanism over the internal security sector. Building on the recommendations and results of the former phases, the 3<sup>rd</sup> Phase of the Project at hand is designed to deepen Phase I and Phase II results. This new Phase will also support the Government in establishing the best model for ISFs and its effective functioning under MoI, in line with international principles and best practices in the EU. This new Phase is in conformity with the priorities of the Accession Partnership and EU/Commission policies by supporting the ongoing work of Turkey. Assessment of various progress reports of the European Commission along with the policy endeavours of Turkey to address gaps in the civilian oversight and the outputs of the partnership of Turkey jointly achieved with UNDP and the Delegation of the European Union to Turkey (EUD) are the basis of the Project. The Project (CO III) is accepted under the 2014 Action Document for Fundamental Rights Sub-Field prepared by the Directorate for EU Affairs (DEUA) Department of Political Affairs under the Ministry of Foreign Affairs as the Lead Institution. The target groups are the Ministry of Interior, including provincial administrations and ISFs, and the Grand National Assembly of Turkey. The MoI Department of Smuggling, Intelligence, Operations and Data Collection is the main beneficiary of the Project, whereas UNDP will provide technical assistance to the MoI for efficient and effective implementation of the Project. The Project is composed of 4 components:

**Component A - Legislative and Institutional Framework:** This component aims to improve, the training curriculum, strategies and the basic legislative and regulatory framework governing the Police, Gendarmerie and Coast Guard as well as the Local Security System in the light of civilian/democratic oversight and accountability principles. It is also planned that the performance evaluation system of MoI over ISFs will be strengthened through the Project.

**Component B - Parliamentary Oversight:** This component aims to develop a strategy to systematically oversee the work of ISFs through the work of relevant Commissions of the Grand National Assembly of Turkey.

**Component C - Scaling Up of the Pilot Security Governance Structures:** This component aims to scale up the pilot security governance structures nationwide and support their effective functioning through capacity development and technical assistance.

**Component D - Individual and Institutional Capacity Building:** This component aims to build institutional and individual capacities of the Governors, District Governors and citizens to enhance the understanding and internalisation of citizen-focused security services.

The National Short-Term Expert on Regional Coordination (STE) will be mobilized in the period from May 2021 to July 2021, in order to support the project's implementation and delivery of specific project outputs in a timely and quality manner; as detailed throughout this Terms of Reference (ToR).

## **2. OBJECTIVE(S) OF THE ASSIGNMENT**

The objective of the assignment is to provide technical support for development of security plans and ensuring sustainable and inclusive platforms for local security governance of Local Prevention and Security Boards (LSPBs) in Istanbul, Izmir and Çorlu (a district of Tekirdağ). The STE is also expected to provide support for any publication on the functioning of LSPBs, along with development of roadmaps for the functioning (accountability and workflow) and short-, medium- and long-term objectives/activities of the LSPBs in Istanbul, Izmir and Çorlu. The STE will also prepare, review and submit deliverables regarding all listed activities in collaboration with the CTA, Key Expert 2 and Key Expert 3 of the Project.

The overall objective of the assignment is to provide technical inputs and support to the TAT and Project Team for conduct of Activities under Component C and D of the Project and to contribute to effective delivery of specific project outputs at the highest quality in a timely manner.

## **3. DUTIES AND RESPONSIBILITIES**

National Short-Term Expert on Regional Coordination will be mobilized under Individual Contract (IC) modality between 31 May 2021 and 21 July 2021.

The STE is expected to fulfill and achieve the following duties and responsibilities:

- Draft Local Prevention and Security Plan for Beşiktaş.
- Draft Local Prevention and Security Plan for Buca.
- Draft Local Prevention and Security Plan for Çorlu.
- Support the Beşiktaş, Buca and Çorlu LSPBs to activate the Local Prevention and Security Plans to get prepared for the lessons learned and Experience Sharing Workshops.
- Organize a two-day workshop with LPSB members to discuss lessons learned and best practices, as well as the sustainability of the services of the LPSB in Beşiktaş.
- Organize a two-day workshop with LPSB members to discuss lessons learned and best practices, as well as the sustainability of the services of the LPSBs in Buca.
- Organize a two-day workshop with LPSB members to discuss lessons learned and best practices, as well as the sustainability of the services of the LPSBs in Çorlu.
- Conduct a one-day experience and knowledge-sharing workshop between and among the pilot LPSBs in Istanbul.
- Conduct a one-day experience and knowledge-sharing workshop between and among the pilot LPSBs in Izmir.
- Conduct a one-day experience and knowledge-sharing workshop between and among the pilot LPSBs in Çorlu.
- Support the TAT for the day-to-day conduct of Project Activities such as:
  - Providing input for the Project Evaluation that will be conducted by Independent Team of Experts.
  - Providing input for Progress and Final Reports.

All documents and data provided to the Consultant are confidential and cannot be used for any other purpose or shared with a third-party without any written approval from UNDP.

The above listed activities are subject to further revision as needed by UNDP, in consultation with the MoI, in line with the emerging requirements of the Project. If required by UNDP, the expert may provide additional consultancy services related to her/his competencies and expertise, in line with the Duties and Responsibilities stipulated in this Terms of Reference.

The STE shall be responsible for providing technical inputs to the Project and its activities listed above, including related reporting and documentation. His/her functions do not include managerial, supervisory and/or representative functions vis-a-vis UNDP Staff/Personnel. The STE shall work in close cooperation with the Civilian Oversight of Internal Security Forces Phase III TAT members, namely CTA and KEs. The STE will work under the overall guidance of CTA, KE2 and KE3 and will report to the COIII Project Manager.

#### 4. EXPECTED OUTPUTS AND DELIVERABLES

The IC shall deliver below listed deliverables/outputs to the satisfaction of UNDP:

No.	Activity	Deliverable	Due Date	Place of Work	Estimated Number of Person/days to be Invested by the Individual Consultant (Indicative)
1	Preparation of Draft Local Prevention and Security Plan for Beşiktaş, under Activity C.2.4.5 of the Project	Draft Local Prevention and Security Plan for Beşiktaş	5 June 2021	Istanbul or Home-based	5 person/days
2	Preparation of Draft Local Prevention and Security Plan for Buca, under Activity C.2.4.5 of the Project	Draft Local Prevention and Security Plan for Buca	11 June 2021	Izmir or Home-based	5 person/days
3	Preparation of Draft Local Prevention and Security Plan for Çorlu under Activity C.2.4.5 of the Project	Draft Local Prevention and Security Plan for Çorlu	17 June 2021	Tekirdağ or Home-based	5 person/days
4	Planning and organization of workshops in Beşiktaş, along with facilitation of workshops and communicating with relevant stakeholders and supporting Beşiktaş LPSB to activate the Local Prevention and Security Plan to get prepared for Activity C.2.4.2 of the Project	Draft Workshop Agendas, Participation Lists and Workshop Reports (Beşiktaş)	23 June 2021	Istanbul or Home-based	6 person/days
5		Action Plans Reports (Beşiktaş)	30 June 2021	Istanbul or Home-based	6 person/days
6	Planning and organization of workshops in Buca, along with facilitation of workshops and communicating with relevant stakeholders and supporting Buca LPSB to activate the Local Prevention and Security Plan to get prepared for Activity C.2.4.2 of the Project	Draft Workshop Agendas, Participation Lists and Workshop Reports (Buca)	6 July 2021	Izmir or Home-based	6 person/days
7		Action Plans Reports (Buca)	14 July 2021	Izmir or Home-based	6 person/days
8	Planning and organization of workshops in Çorlu, along with facilitation of workshops and	Draft Workshop Agendas, Participation Lists and Workshop Reports (Çorlu)	20 July 2021	Tekirdağ or Home-based	6 person/days

9	communicating with relevant stakeholders and supporting Çorlu LPSB to activate the Local Prevention and Security Plan to get prepared for Activity C.2.4.2 of the Project	Action Plans Reports (Çorlu)	26 July 2021	Tekirdağ or Home-based	6 person/days
10	Planning and organization of workshops in Beşiktaş, along with facilitation of workshops and communicating with relevant stakeholders and supporting Beşiktaş LPSB to activate the Local Prevention and Security Plan to get prepared for Activity C.2.4.3 of the Project	Draft Workshop Agendas, Participation Lists and Workshop Reports (Beşiktaş)	31 July 2021	Istanbul or Home-based	5 person/days
11		Action Plans Reports (Beşiktaş)	5 August 2021	Istanbul or Home-based	5 person/days
12	Planning and organization of workshops in Buca, along with facilitation of workshops and communicating with relevant stakeholders and supporting Buca LPSB to activate the Local Prevention and Security Plan to get prepared for Activity C.2.4.3 of the Project	Draft Workshop Agendas, Participation Lists and Workshop Reports (Buca)	12 August 2021	Izmir or Home-based	5 person/days
13		Action Plans Reports (Buca)	19 August 2021	Izmir or Home-based	5 person/days
14	Planning and organization of workshops in Çorlu, along with facilitation of workshops and communicating with relevant stakeholders and supporting Çorlu LPSB to activate the Local Prevention and Security Plan to get prepared for Activity C.2.4.3 of the Project	Draft Workshop Agendas, Participation Lists and Workshop Reports (Çorlu)	26 August 2021	Tekirdağ or Home-based	5 person/days
15		Action Plans Reports (Çorlu)	2 September 2021	Tekirdağ or Home-based	5 person/days
16	Planning and organization of awareness-raising workshops under Activity D.2.4 of the Project	Draft Workshop Agendas, Participation Lists and Workshop Reports	9 September 2021	Istanbul, Tekirdağ, İzmir or Home-based	7 person/days
<b>ESTIMATED TOTAL NUMBER OF PERSON/DAYS (INDICATIVE)</b>					<b>88 person/days</b>

The number of person/days are solely provided to give the Individual Consultant an idea on the work to be undertaken. The payment for each deliverable will be made in accordance with the lump-sum price of each deliverable, irrespective of the number of person/days to be actually invested by the Individual Consultant for the completion of each respective deliverable.

Without submission and approval (by UNDP) of each specific deliverable in due time and quality, the consultant shall not be entitled to receive any payment from UNDP even if he/she invests time in this assignment.

## **5. TIMING AND DURATION**

The Assignment will cover the period between 31 May 2021 and 21 July 2021.

The IC may invest less/more than expected number of person/days for each deliverable. The payments shall be affected to the IC on the basis of the lump-sum price of each specific deliverable, regardless of the actual number of person/days invested. Without submission and approval (by UNDP) of each of the above listed deliverables in due time and quality, the IC shall not be entitled to receive any payment from UNDP even if he/she invests time in this assignment.

## **6. INSTITUTIONAL ARRANGEMENTS**

UNDP Turkey CO will;

- Provide the IC with relevant documents and full support in any further analysis of the data where necessary,
- Facilitate communication with Project partners and other stakeholders,
- Give feedback to the draft, final reports and all other deliverables prepared by the IC,

Neither UNDP nor any of the project partners are required to provide any physical facility for the work of the IC. However, depending on the availability of physical facilities (e.g. working space, computer, printer, land telephone lines, internet connection, etc.) and at the discretion of UNDP and/or the relevant project partners, such facilities may be provided at the disposal of the IC. UNDP and/or the relevant project partners will facilitate meetings between the IC and other stakeholders, when needed.

All reports should be submitted in English.

All documents and data provided to the IC are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

## **7. PLACE OF WORK**

Place of work for the Assignment is Home-based and Istanbul, Turkey. The IC may be requested to travel within Turkey. The travel, accommodation costs (bed and breakfast) and living costs (terminal expenses, intra-city travel costs, lunch, dinner, etc.) of the missions to provinces of Turkey, other than the Duty Stations, will be borne by UNDP. UNDP will arrange economy class roundtrip flight tickets through its contracted Travel Agency.

In case of need of additional travels that are unforeseen in the ToR, the costs of the respective travels of the IC may either be;

- Arranged and covered by UNDP from the respective budget without making any reimbursements to the IC, through UNDP's official Travel Agency or,
- Reimbursed to the IC upon the submission of the receipts/invoices of the expenses by the IC and approval of the UNDP. The reimbursement of each cost item is subject to the following constraints/conditions provided in below table or,
- Covered by the combination of both options.

The following guidance on travel compensation is provided as per UNDP practice:

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel 2- Submission of the invoices/receipts, etc. by the IC with the UNDP's F-10 Form 3- Acceptance and Approval by UNDP of the invoices and F-10 Form.
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

## 8. REQUIRED QUALIFICATIONS

	Minimum Qualification Requirements	Assets
<b>Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>University degree from departments within the faculty of economics, administrative sciences, social sciences and/or engineering.</li> <li>Excellent command of spoken and written English.</li> <li>Excellent command of spoken and written Turkish.</li> </ul>	<ul style="list-style-type: none"> <li>Master's or Ph.D. degree from departments within the faculty of economics, administrative sciences, social sciences and/or engineering.</li> </ul>
<b>General Professional Experience</b>	<ul style="list-style-type: none"> <li>Minimum 4 years of professional experience.</li> <li>Former experience in EU and/or other internationally funded projects/assignments.</li> </ul>	<ul style="list-style-type: none"> <li>Former experience in national and local level research projects.</li> <li>Former experience in working in an international setting.</li> </ul>
<b>Specific Professional Experience</b>	<ul style="list-style-type: none"> <li>Experience in designing/facilitating/coordinating trainings and workshops.</li> <li>Experience in working with CSOs for developing partnerships.</li> <li>Experience in managing participatory processes involving central government, local administrations and/or civil society organizations.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 2 years of professional experience in civilian oversight related programmes or projects.</li> <li>Minimum 2 years of experience as a consultant in an internationally funded project.</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>Internships (paid/unpaid) are not considered professional experience.</li> <li>Obligatory military service is not considered professional experience.</li> <li>Professional experience gained in an international setting is considered international experience.</li> <li>Experience gained prior to completion of undergraduate studies is not considered professional experience.</li> </ul>		

## 9. COMPETENCIES

Individual Consultant needs to have below competencies:

- Ability to design and develop time plans and resource schedules for complex tasks and task groups.
- Ability to work in multi-disciplinary and multi-cultural teams.
- Ability to work under pressure against strict deadlines.
- Ability to think out-of-the-box.
- Ability to present complex issues persuasively and simply.
- Ability to contextualize global trends in accordance with the dynamics of the operating (working) environment.
- Ability to collaborate with UNDP Turkey CO Inclusive and Democratic Governance Portfolio and the Project Team and work closely and in collaboration with the other experts of the Project.
- Ensuring gender disaggregated data and gender analysis which will be conducted in gender responsive research methods and techniques.
- Ensuring gender responsive questions, use of gender responsive language in written and oral presentations, reports, handouts, etc.
- Ensuring human rights standards are applied, and gender equality is prioritized as an ethical principle within all actions.

## 10. PAYMENTS

Payments will be made within 30 days upon approval of deliverables by UNDP, along with the Certification of Payment Form (COP) on the basis of the lump-sum price of that respective deliverable and pertaining payment documents signed by the IC and approved by the responsible Project Manager. While the IC may invest less or more than estimated number of person/days for each deliverable different than the estimated person/days stipulated in the table in Article 4, the amount of payment to be affected to the IC within the scope of this Assignment will be based on the lump-sum prices of the deliverables.

If any of the deliverables stipulated in Articles 3 and 4 of this Terms of Reference are not produced and delivered by the IC in due time and to the satisfaction of UNDP, no payment will be made even if the IC has invested time to produce and deliver such deliverables.

The IC shall be paid in USD if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TRY through conversion of the USD amount by the official UN Operational Rate of Exchange applicable on the date of money transfer.

The amount to be paid to the IC is fixed regardless of changes in the cost components. The price proposal amount should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed), etc. UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa, etc. It is the ICs' responsibility to make necessary inquiries on these matters.

Tax Obligations: The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.