

Terms of Reference for National Short-Term Expert for Training Module Development and Delivery for Civil Society and Media
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 3rd 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 for Training Module Development and Delivery for Civil Society and Media (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 overall objective of the assignment is contributing to the development and delivery of training modules under Activity D.2.2 and D.2.3 of the Project.

Activity D.2.2 includes providing outline, developing the modules and syllabus and finalising draft modules on oversight of ISFs by the media, based on inputs of the Project Team (PT) and Key Expert 3 (KE3).

Contribution of the STE on Activity D.2.3 includes participating in 10 trainings and delivering modules, while contributing into the composition of the training report. The STE is also expected to update the modules based on the feedbacks of training participants.

Within the framework of abovementioned Project Activities, the STE will provide expertise in planning, developing, conducting and delivering trainings, in coordination with PT and MoI. The STE is expected to work effectively and in collaboration with other experts and the Project Team, in order to ensure the smooth implementation of all trainings and other activities defined within the scope of the Project Document.

3 Duties and Responsibilities

The STE will be mobilized under the Project between 31 May 2021 and 21 July 2021 with Individual Contract (IC) modality. The STE is expected to;

1. Contribute into realisation and success of implementation of Activity D.2.2 of the Project through providing outline, developing the modules and syllabus and finalising draft modules on oversight of the ISFs by the media.
2. Participating in 10 trainings and delivering modules, along with supporting the PT, KE3 and other STEs on drafting the training report and updating the modules based on the feedbacks of training participants under Activity D.2.3 of the Project.

The above listed activities are subject to further revision as needed by UNDP, in consultation with MoI, in line with the emerging requirements of the Project. All the reports shall be in English. If required by UNDP, the IC 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.

S/he shall be responsible for providing technical inputs to the Project and reporting and documentation upon the request of the Project Team. 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 Strengthening the Civilian Oversight of Internal Security Forces Phase III (COIII) Project Team and Technical Assistance Team (TAT) members. The STE will work in consultation with the Chief Technical Advisor (CTA) and Key Expert 3 (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 IC (Indicative)
1	Preparation of outline of the modules on oversight of ISFs by the media under Activity D.2.2 of the Project Development of draft modules and syllabus on oversight of ISFs by the media Finalisation of draft modules based on the inputs of UNDP	Outline of the Modules Draft Modules and Syllabus Final Modules and Syllabus	7 June 2021	Home-based	4 person/days
2	Participation in 10 trainings and delivery of modules under Activity D.2.3 of the Project and contribution to the training report	Training Report Delivery of Modules Updated Modules based on the feedbacks of training participants	21 July 2021	Home-based or Pilot Districts/Provinces in Turkey	12 person/days
ESTIMATED TOTAL NUMBER OF PERSON/DAYS (INDICATIVE)					16 person/days

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.

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. In cases where the IC may need to invest additional time to perform the tasks and produce the deliverables listed and defined in this Terms of Reference, the IC shall do so without receiving any additional payment.

6 Institutional Arrangement

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. The IC may be requested to travel to provinces 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 Ankara and other provinces of Turkey 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
Qualifications and Skills	<ul style="list-style-type: none"> University degree in law, public administration, political science, international relations, human rights, criminal law, security governance, social sciences, statistics or any other relevant field Good command of oral and written communication skills in English and Turkish 	<ul style="list-style-type: none"> Advanced degree in public administration, political science or any other field of social sciences or law Computer literacy and good report writing skills
General Professional Experience	<ul style="list-style-type: none"> Minimum 10 years of overall professional experience in working in/with civil society Professional knowledge on civil society, public administration, human rights and/or capacity building fields 	<ul style="list-style-type: none"> More than 15 years of capacity building experience Minimum 15 years of human rights-based project management and/or training delivery experience
Specific Professional Experience	<ul style="list-style-type: none"> Minimum 10 years of professional/academic experience in local or international public administration, media sector/studies, capacity development, sociology, philosophy, human rights, democratization and/or security sector 	<ul style="list-style-type: none"> Specific knowledge on and experience in politics, ethics, philosophy and psychology Specific knowledge on training delivery and curriculum development on human rights and/or security fields Specific knowledge on and professional experience in the media sector Specific experience in developing curriculums and delivering pertinent trainings
Notes: <ul style="list-style-type: none"> <i>Internships (paid/unpaid) are not considered professional experience.</i> <i>Obligatory military service is not considered professional experience.</i> <i>Professional experience gained in an international setting is considered international experience.</i> <i>Experience gained prior to completion of undergraduate studies is not considered professional experience.</i> 		

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 technics.
- 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.