
Terms of Reference for International Short-Term Expert for the Technical Visit to Finland 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 International Short-Term Expert for the Technical Visit to Finland (STE) will be mobilized in the period from September 2021 to December 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.

2 Objective(s) of the Assignment

The objective of the assignment is to organize the Technical Visit to Finland with the aim of reflecting international experience on prevention of crime and mechanisms in charge of such a mission similar to the envisaged National Crime Prevention Office. The STE will provide support to the Technical Visit of the delegation, in order for them to benefit from the Technical Visit in a high-quality manner. The STE will mainly

support the realization of Activity A.3.4 of the Project (“**Carry out a technical visit to a selected EU member state**”). The objective of the Technical Visit is to analyze the good practices and lessons learned in Finland, which has similarity with Turkey in the central organization of ISFs and well-established prevention practices/mechanisms. This assignment covers supporting the organization of the Technical Visit to Finland. The Technical Visit is expected to take place in November 2021. The Technical Visit will consist of a group of participants which include high-ranking officials of the MoI and GCGA, high-ranking police and gendarmerie officials and members of Coast Guard Command.

3 Duties and Responsibilities

The STE will also support the realization of Activity A.3 of the Project (“**Preparation of a draft legal framework for the establishment of a “National Crime Prevention Office” under Ministry of Interior**”).

The STE will be in charge of coordinating the national and international experts and supporting the Technical Assistance Team (TAT) to guide MoI regarding reflection of international experience in legal framework drafting processes. The STE is expected to conduct following tasks for realization of Activity A.3:

- Providing inputs for the preparation of the Technical Visit and delivery of a presentation on the Finland context.
- Facilitating and accompanying the Technical Visit to be held in Finland.
- Preparing and delivering the Technical Visit Report (primarily based on the substance of meetings held during the Technical Visit).

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. All the reports shall be in English. If required by UNDP, the IC may provide additional consultancy services related to his/her 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 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 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.	Deliverable	Due Date	Place of Work	Estimated Number of Person/days to be Invested by the IC (Indicative)
1	Inputs for the preparation of the Technical Visit to Finland	15 October 2021	Home-based	3 person/days
2	Participation in and facilitation of the Technical Visit to Finland	15 November 2021	Finland	3 person/days

3	Preparation and delivery of an introductory PowerPoint presentation on the political context of Finland	30 November 2021	Home-based or Finland	1 person/day
4	Preparation of Finland Technical Visit Report, which also includes the findings of the Finland Technical Visit	6 December 2021	Home-based	3 person/days
ESTIMATED TOTAL NUMBER OF PERSON/DAYS (INDICATIVE)				10 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 23 September 2021 and 21 December 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 and Finland. The IC may be requested to travel to 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, political science, international relations, public administration, security studies, sociology, social psychology or any other relevant field ▪ Fluency in English and Finnish ▪ Computer literacy and good report writing skills 	<ul style="list-style-type: none"> ▪ Advanced Degree in law, public administration, political sciences, security studies, sociology, social psychology or any other field of social sciences

	Minimum Qualification Requirements	Assets
General Professional Experience	<ul style="list-style-type: none"> Minimum 5 (five) years of professional experience 	<ul style="list-style-type: none"> More than 5 (five) years of professional experience Former experience in projects in partnership with government Experience in criminology, and/or prevention policy
Specific Professional Experience	<ul style="list-style-type: none"> Knowledge on legal policy and internal security Knowledge on the political context of Finland 	<ul style="list-style-type: none"> Former professional/academic experience in the fields of law, criminology, legal policy and/or internal security in EU countries
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 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.