

**Terms of Reference for National Impact Assessment Consultant  
within the scope of  
Demining and Increasing the Border Surveillance at the Eastern Borders of Turkey – Phase III**

## **1. BACKGROUND**

UNDP (United Nations Development Programme) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries and territories, working with them on their own solutions to global and national development challenges.

Turkey is in the process of clearing landmines laid on its borders as an effort to incorporate modern border management systems and as part of its humanitarian mine action efforts as well. Turkey is a member of Ottawa Mine Ban Convention. As part of this undertaking the successful implementation of Article 5 extension request requirements presented to States parties to the Mine Ban Treaty in 2013 in compliance with Turkey's clearance obligations under the commitments made through the accession to the APMBC on 25 September 2003.

Under the IDG Portfolio, Demining and Increasing the Border Surveillance Capacity at the Eastern Borders of Turkey Phase 3 is being implemented. The overall objective of the Project is to contribute to the social and economic development through demining and more secure borders in Eastern Turkey. The specific objective of the Project is to contribute to the prevention of illegal migration and cross-border crime on Turkey's eastern borders by clearing the border regions of mines and providing effective humanitarian border surveillance tools for a technologically supported modern border surveillance system.

The Project has 4 components:

Component 1: Clearance of up to 4.2 million m<sup>2</sup> of land

Component 2: Capacity building activities for TURMAC

Component 3: Mine Risk Education and awareness-raising activities

Component 4: Non-Technical Survey (NTS)

A National Impact Assessment Consultant will be recruited within the scope of the “**Component 3: Mine Risk Education and awareness-raising activities**” of the Project. The Individual Consultant (IC) will be engaged for the period between 1 October 2021 and 31 December 2022. The IC will be responsible for executing the duties and responsibilities explained under Article 3.

## **2. OBJECTIVE AND SCOPE**

The objective of the assignment is to design and execute an impact assessment for Mine-Risk Education (MRE) Trainings which is part of Component 3 of the Project. MRE will become an increasingly important component of mine action in Turkey. This activity will include the development of an MRE Strategy for Turkey and a pilot for CSO involvement in MRE delivery. Turkish Mine Action Center (TURMAC) will support MRE training through a combination of direct training and ‘train the trainer’ methodologies.

UNDP will utilise existing corporate modalities to find CSOs suitable to both UNDP and the Government of Turkey for the delivery of MRE to civilians in priority areas with a community focus. The priority areas for MRE trainings will be decided from among communities with a higher level of interaction with hazardous areas. All data collected will be input in the Information Management System for Mine Action (IMSMA) system and disaggregated by age and gender. The CSO will deliver

MRE sessions in priority communities as detailed in the MRE Delivery Strategy. The CSO will ensure that all data is collected for input into the IMSMA database.

MRE Trainings will be carried out in 14 villages in 5 districts of 4 provinces (namely Hatay, Kilis, Şanlıurfa and Gaziantep).

### **3. DUTIES & RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)**

The IC is expected to perform the following tasks:

- Develop an impact assessment methodology that articulates how the impact of MRE trainings on 14 villages will be measured with an explicit timeline, resources required and tools to be used.
- Carry out a baseline study to document initial knowledge on mine risks in a selected number (to be decided jointly with UNDP) of intervention villages, as well as control villages.
- Carry out a follow-up study to document changes in selected villages in terms of impact of MRE trainings as opposed to control villages.
- Complete the impact assessment report.
- Make recommendations to TURMAC on ways to enhance MRE training to minimize risks to human life.

### **4. DUTIES AND RESPONSIBILITIES OF UNDP**

UNDP and TURMAC will provide background materials, for the IC's review, reference and use. Neither UNDP nor any of the Project partners are required to provide any physical facilities for the work of the IC. However, depending on the availability of physical facilities and at the discretion of UNDP and/or the relevant Project partners, such facilities may be provided at the disposal of the Consultant. UNDP and/or the relevant Project partners will facilitate meetings between the IC and other stakeholders, when needed.

The IC's functions do not include managerial, supervisory and/or representative functions. The IC shall work in close cooperation with the UNDP Project Team and will report to the Monitoring and Evaluation (M&E) Analyst of UNDP. The IC will also collaborate with the Chief Technical Advisor of "Demining and Increasing the Border Surveillance Capacity at the Eastern Borders of Turkey - Phase 3" Project, TURMAC and CSOs that will deliver MRE trainings. Approvals will be required for the deliverables from UNDP, upon submission of the deliverables stipulated in Article 5.

After submission of the deliverables listed in Article 5, UNDP may have some comments and revision requests on the deliverables. The IC shall address the comments of UNDP and shall revise the deliverables as per the comments within at most 10 calendar days following notification of comments by UNDP to the IC.

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

## 5. EXPECTED OUTPUTS AND DELIVERABLES

The **National Impact Assessment Consultant** is expected to deliver the below outputs/deliverables, to the satisfaction of UNDP:

Deliverables/Outputs	Estimated Number of Person/days to be Invested by the IC (Indicative)	Due Dates	Review and Approvals Required
Submission of Impact Assessment methodology report	10	11 October 2021	UNDP M&E Analyst, in consultation with Chief Technical Advisor
Completion of baseline field study and submission of baseline study report	30	30 November 2021	UNDP M&E Analyst, in consultation with Chief Technical Advisor
Completion of follow-up field study to document changes in selected villages	30	31 May 2022	UNDP M&E Analyst, in consultation with Chief Technical Advisor
Submission of Impact Assessment report and recommendations on ways to enhance MRE training to minimize risks to human life	10	30 June 2022	UNDP M&E Analyst, in consultation with Chief Technical Advisor
<b>Estimated Total Number of Person/days (Indicative)</b>	<b>80 Person/days</b>		

The number of person/days are solely provided to give the IC 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 invested by the Individual Consultant for the completion of each respective deliverable.

### ▪ **Reporting Line**

The IC shall be responsible to the Monitoring and Evaluation Analyst for the completion of the tasks and duties assigned in Article 3 and 5 of this ToR. The reports shall be submitted to the Monitoring and Evaluation Analyst for approvals. UNDP M&E Analyst will consult Chief Technical Advisor in terms of alignment with the project objectives before his/her approval.

### ▪ **Reporting Language and Conditions**

The reporting language shall be in English. All information shall be provided in electronic versions in word and PDF format. The IC shall be solely liable for the accuracy and reliability of the data provided and links to sources of information used.

### ▪ **Title Rights**

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this ToR will be vested exclusively in UNDP Turkey CO.

## 6. TIMING AND DURATION

The Assignment is expected to start on **1 October 2021** and be completed by **31 December 2022**.

In order to fulfill required tasks for the development of deliverables as defined and listed in the table above in Article 5, the **estimated** number of person/days to be invested is also provided solely as indicators. The number of days presented as ‘estimated number of person/days to be invested’ is **indicative**. The IC may invest less/more than the estimated number of person/days for each deliverable and finalize the respective deliverable. The person/days will not be linked with the payments. The payment for each deliverable will be made on the basis of the lump-sum price of the respective deliverable.

## 7. PLACE OF WORK

Place of work for the Assignment is Home-based. The IC may be requested to travel to MRE sites within Turkey, depending on the conditions and restrictions regarding the COVID-19 Pandemic in Turkey. The travel costs, accommodation costs (bed and breakfast) and living costs (terminal expenses, intra-city travel costs, lunch, dinner, etc.) of the missions to other provinces of Turkey will be borne by UNDP. UNDP will arrange economy class round-trip 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	

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearance prior to assignment-related travels.

## 8. REQUIRED QUALIFICATIONS

The qualification requirements and/or experience for **National Impact Assessment Consultant** are presented below:

	Minimum Qualification Requirements	Assets
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in political science, sociology, economics, statistics, anthropology and/or any other related discipline</li> <li>• Good command of spoken and written Turkish and English</li> <li>• Full computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Degree in sociology, statistics or anthropology</li> </ul>
<b>General Professional Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 7 years of overall professional experience in research design, field work, qualitative, quantitative and/or mixed-method research strategies, including focus groups, surveys and interview techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Former experience in and/or proven knowledge on subjects such as, measuring impact of trainings or education, awareness raising activities and communication campaigns</li> </ul>
<b>Specific Professional Experience</b>	<ul style="list-style-type: none"> <li>• Having conducted minimum 3 impact assessments, either as sole assessor or as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge on demining</li> </ul>
Notes: <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>		

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

The IC should avoid any kind of discriminatory behavior including gender discrimination and ensure that:

- Human rights and gender equality are prioritized as an ethical principle within all actions
- Activities are designed and implemented in accordance with “Social and Environmental Standards of UNDP”
- Any kind of diversity based on ethnicity, age, sexual orientation, disability, religion, class, gender is respected within all implementations including data production
- Inclusive approach is reflected within all actions and implementations, in that sense an enabling and accessible setup in various senses such as disability gender language barrier is created
- Necessary arrangements to provide gender parity within all committees, meetings, trainings, etc. are introduced.

## 9. COMPETENCIES

The IC 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,
- Ensure gender disaggregated data and gender analysis which will be conducted in gender responsive research methods and technics,
- Ensure use of gender responsive language in written and oral presentations, reports, handouts, etc.,
- Ensure 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 the 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 Monitoring and Evaluation Analyst. 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 5, the payment to be affected to the IC for each deliverable will be based on the lump-sum price of the respective deliverable. Payments will be affected in two tranches. The first tranche will be affected upon delivery and acceptance of both Deliverable 1 and Deliverable 2. The second tranche will be affected upon delivery and acceptance of both Deliverable 3 and Deliverable 4.

If any of the deliverables stipulated in Articles 3 and 5 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 person/days 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 daily fee to be paid to the IC is fixed regardless of changes in the cost components. The daily fee 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 applicants' 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.