



REQUEST FOR PROPOSAL (RFP)

Provision of Consultancy Services on Baseline and Needs Assessment Report Preparation

NAME & ADDRESS OF FIRM	DATE: January 24, 2022
	REFERENCE: UNDP-TUR-RFP(NEET)-2022-07

Dear Madam / Sir,

We kindly request you to submit your Proposal for **“Provision of Consultancy Services on Baseline and Needs Assessment Report Preparation”** within the scope of "NEET Women Project."

Please be guided by the **“Form for Submitting Service Provider’s Proposal”** attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Monday, February 7, 2022 at 14:00 hrs. Turkey Time and via email to the address below:

United Nations Development Programme

Tunç GÜRDAL

tr.procurement@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

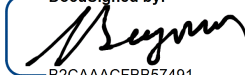
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :
https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Please note that women-owned, and managed businesses are especially encouraged to apply.

Thank you and we look forward to receiving your Proposal.

Sincerely Yours,

DocuSigned by:

B2CAAACFBBS7491...

Üsâme Yalçın
Assistant Resident Representative
(Operations)
24.01.2022

Annex 1**Description of Requirements**

Context of the Requirement	Provision of Consultancy Services on Baseline and Needs Assessment Report Preparation within the scope of "NEET Women Project." (Please refer to Annex 4 Detailed Terms of Reference for detail.)
Implementing Partner of UNDP	Sabancı Foundation, Ministry of Family and Social Services, Ministry of Labour and Social Security
Brief Description of the Required Services	The objective of this assignment is to prepare a full flagged report on baseline analysis and needs assessment for the selected pilot provinces of the project (Adana, Ankara, Bursa, Diyarbakır, Erzurum, İstanbul, İzmir, Konya, Mardin, Trabzon, Van).
List and Description of Expected Outputs to be Delivered	Please refer to "Section 5. Deliverables and Schedules/Expected Outputs" of Annex-4 Detailed Terms of Reference
Expected Duration of work	Please refer to "Section 9. Expected duration of the assignment" of Annex-4 Detailed Terms of Reference
Target commencement date	March 2022
Latest completion date	30.06.2022
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required Only CVs of Key Experts (Team Leader and Analyst) shall be submitted within the proposal.
Currency of Proposal	<input checked="" type="checkbox"/> TRY (Turkish Liras)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes UN and its subsidiary organs are exempt from all taxes. Therefore, proposers shall prepare their financial proposals excluding Value Added Tax (VAT). It is the Proposers' responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Proposer awarded the Contract shall not be entitled to receive any amount over its proposed price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Section 11. Price and Schedule of Payments of Annex-4 Detailed Terms of Reference
Type of Contract to be Signed	<input checked="" type="checkbox"/> “Face Sheet Contract (Goods and-or Services) UNDP” available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Minimum Eligibility and Qualification Criteria	<p>Eligibility and Qualification will be evaluated on Pass/Fail basis.</p> <p><u>Eligibility Criteria:</u></p> <ul style="list-style-type: none"> • Vendor is a legally registered entity. • Vendor is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. <p><u>Qualification Criteria:</u></p> <ul style="list-style-type: none"> • The proposer as a legal entity (JVs and Consortiums shall not be eligible to submit proposals.) must be established and working in line with the applicable laws and regulations at least for the last 3 years. • The proposer must have successfully completed at least 1 (one) contract with a budget of at least USD 30,000¹ in area of providing similar services (preparation of baseline analysis and/or needs assessment, etc.) over the last 3 years*. <p>*The reference period which will be taken into account will be the last 3 years from submission deadline. The start and end/completion dates of the references should be specified as day/month/year. Statements of Successful Completion (i.e. Reference Letters, Work Completion Certificates) shall be submitted as proof documents for the Contracts implemented with regard to above stipulated services.</p>
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Meeting minimum eligibility and qualification criteria.</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p>In order to be considered for technical and financial evaluation each Proposer shall provide:</p> <ul style="list-style-type: none"> - Trade Registry Gazette: Copy of the Trade Registry Gazette or equivalent, demonstrating establishment of the Company. - Chamber Registry: Copy of the certificate, obtained by the proposer within the year in which the RFP is launched or expired, that demonstrates registration to the chamber of industry and/or trade to which the proposer is registered. - Authority to Sign: Original or notarized copy of Trade Registers Gazette indicating the shares of the shareholders of the company and their position within the company or the documents evidencing such issues as well as the signature circular of the legal entity certified by the notary public or

¹ If the currency of the contract is different than USD. Proposers shall convert the currency in the “Statement of Successful Completion” into USD, in accordance with the prevailing UN operational rate of exchange on the contract date stated by “Statement of Successful Completion”. UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

	<p>specimen of list of authorized signatures and the notarized power of attorney.</p> <p><u>Technical Proposal</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 20%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40%</p> <p>The minimum score required for technical qualification is 70%.</p> <p><u>Financial Proposal</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The formula for the rating of the Proposals will be as follows: Rating the Technical Proposal (TP): TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p>Rating the Financial Proposal (FP): FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> <p>The minimum technical score required to pass is 70%.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Description of Requirements (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for Contracts (Annex 3)</p> <p><input checked="" type="checkbox"/> Detailed Terms of Reference (TOR) (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Tunç Gürdal, Procurement Officer</i> <i>Address: Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey</i> <i>E-mail address: tr.procurement@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Liquidated Damages	<p data-bbox="505 197 699 226">Delay Damages:</p> <p data-bbox="505 226 1414 483">Deliverables shall be delivered according to the durations indicated in the Section 5 of Annex 4 Detailed Terms of Reference. For each day of delay beyond target delivery time for any of the deliverables, liquidated damages for delay of delivery of the services will be imposed under the following conditions: For each day of delay in delivery, 0.5% of contract price will be deducted from the total contract amount. The next course of action: If the delivery of the services is delayed by more than 20 days, UNDP may consider termination of contract.</p>
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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)*

[insert: Location].

[insert: Date]

To: UNDP Turkey CO Office, Yıldız Kule 21st Floor, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey

Focal Point: Tunç Gürdal, Procurement Officer

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated January 24, 2022 with **Ref. UNDP-TUR-RFP(NEET)-2022-07**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Proposer shall submit copies of following documents to demonstrate eligibility and expertise:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations*
- b) Trade Registry Gazette: demonstrating establishment of the Company*
- c) Chamber Registry Certificate*
- d) Authority to sign: notarized signature statement or signature circular or power of attorney*
- e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. Statement of Successful Completion shall be provided for the references to meet qualification criteria.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP;

- a) Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?*
- b) Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.*
- c) Implementation plan showing the timeline of the activities and allocated working days for each staff*

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

d) A detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place.

C. Qualifications of Key Personnel

The Service Provider must provide :

- a) Names and qualifications of the personnel that will perform the services indicating proposed roles and responsibilities for each personnel etc.;
- b) CVs demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract along with at least 2 references from their previous experiences.

Proposers shall use following template for CV Submission:

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Birth Date	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates (month.year-moth.year), names of employing organization, description of project or works, your duties and responsibilities, title of position held, location of employment and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

D. Financial Proposal³

We, the undersigned, offer to provide the services for “Provision of Consultancy Services on Baseline and Needs Assessment Report Preparation” in accordance with your Request for Ref No. UNDP-TUR-RFP(NEET)-2022-07 and our Proposal. We are hereby submitting our Financial Proposal.

Our Proposal shall be valid and remain binding upon us for the period of 90 days following the proposal submission date.

We understand you are not bound to accept any Proposal you receive.

Currency of the proposal: Turkish Liras (TRY)

Table 1: Summary of Overall Prices

Deliverables	Amount in TRY
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal in TRY⁴	

Table 2: Breakdown of Professional Fees

Position	Number of Staff	Fee Rate per Staff (TRY)	No. of Working Days per Staff	Total Amount (TRY)
	A	B	C	D=A*B*C
Team Leader (Key Expert)	1			
Analyst (Key Expert)	1			
Field Workers (Nonkey Expert)	3			
Subtotal of Professional Fees (TRY):				

Table 3: Breakdown of Other Costs

Description	Amount (TRY)
Travel expenses	
Accommodation	
Out-of-pocket Expenses	
Other Costs: (please specify)	
Subtotal of Other Costs (TRY):	

³ The proposer is required to prepare the Financial Proposal following the below format. The Financial Proposal should align with the requirements in Terms of Reference and the Proposer’s Technical Proposal.

⁴ This amount will be the total contract amount and be basis for the schedule of payments. The payments will be affected to the Contractor on percentage basis in line with the percentages listed in Section 11 - Price and Schedule of Payments under Annex 4: Detailed Terms of Reference, upon acceptance of deliverables by UNDP.

Table 4: Breakdown of Price per Deliverable/Activity⁵

UNDP reserves the right to request details of each item quoted in the Breakdown of Prices.

Deliverable 1: Inception Report					
Price Item	A. Number of Staff	Unit	B. Quantity per Staff	C. Unit Price (TRY)	D. Total Price (=AxBxC) (TRY)
Team Leader (Key Expert)	1	Person/day			
Analyst (Key Expert)	1	Person/day			
Out-of-pocket Expenses	N/A	Lump-Sum	Lump-Sum		
Other Expenses (Please specify)	N/A	Lump-Sum	Lump-Sum		
Total Price of Deliverable 1 (TRY)					

Deliverable 2: Data Collection and Primary Research Report Preparation					
Price Item	A. Number of Staff	Unit	B. Quantity per Staff	C. Unit Price (TRY)	D. Total Price (=AxBxC) (TRY)
Team Leader (Key Expert)	1	Person/day			
Analyst (Key Expert)	1	Person/day			
Field Workers (Nonkey Expert)	3	Person/day			
Travel Expenses (Intercity and intracity)	5	Per Person			
Accommodation Expenses	5	Nights			
Out-of-pocket Expenses	N/A	Lump-Sum	Lump-Sum		
Other Expenses (Please specify)	N/A	Lump-Sum	Lump-Sum		
Total Price of Deliverable 2 (TRY)					

Deliverable 3: Draft Report (Presentation of Initial Findings and Validation Workshop)					
Price Item	A. Number of Staff	Unit	B. Quantity per Staff	C. Unit Price (TRY)	D. Total Price (=AxBxC) (TRY)
Team Leader (Key Expert)	1	Person/day			
Analyst (Key Expert)	1	Person/day			
Out-of-pocket Expenses	N/A	Lump-Sum	Lump-Sum		

⁵ This table should be completed in compliance with Tables 2 and 3.

Other Expenses (Please specify)	N/A	Lump-Sum	Lump-Sum		
Total Price of Deliverable 3 (TRY)					

Deliverable 4: Final Report					
Price Item	A. Number of Staff	Unit	B. Quantity per Staff	C. Unit Price (TRY)	D. Total Price (=AxBxC) (TRY)
Team Leader (Key Expert)	1	Person/day			
Analyst (Key Expert)	1	Person/day			
Out-of-pocket Expenses	N/A	Lump-Sum	Lump-Sum		
Other Expenses (Please specify)	N/A	Lump-Sum	Lump-Sum		
Total Price of Deliverable 4 (TRY)					

#	Deliverable	Total Price (TRY)
1	Inception Report	
2	Data Collection and Primary Research Report Preparation	
3	Draft Report (Presentation of Initial Findings and Validation Workshop)	
4	Final Report	
Total Price of ALL DELIVERABLES (TRY)*		

**This amount should be the same as the Total Amount of Financial Proposal in Table 1.*

*[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]*

Proposer Information	
<i>Legal name of the proposer</i>	
<i>Legal address</i>	
<i>Offerors' Authorized Person</i>	<i>Name and Title: Telephone: Email:</i>
<i>Contact person (Proposer)</i>	<i>Name and Title: Telephone: Email:</i>

ANNEX 3
GENERAL TERMS AND CONDITIONS FOR CONTRACTS

Link:

[https://www.undp.org/sites/g/files/zskgke326/files/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017_0.pdf](https://www.undp.org/sites/g/files/zskgke326/files/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017_0.pdf)

https://www1.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-Terms-Conditions-for-de-minimis-Contracts-Services-only-Sept%202017-below-USD%2050000.pdf

ANNEX 4

DETAILED TERMS OF REFERENCE

1. Background Information and Rationale, Project Description

NEET concept is used for young population Not in Education, Employment, or Training; a category used to draw attention to situations where the young population is excluded from employment, education, or any other means of training. On the other hand, information on the details and needs of the category is limited and there is scarcely any comprehensive research. Youth unemployment in the world and Turkey has gradually increased, many young people have lost their jobs or training opportunities due to Covid-19 Pandemic. The literature surveys show that there are two main risk factors, when it comes to NEETs: disadvantage and dissatisfaction. Educational disadvantage and dissatisfaction, when associated with social factors such as family, school and personal characteristics, affects youth attitude towards education negatively. Both educational disadvantage and dissatisfaction relate to domestic disadvantage and poverty such as having unemployed parent(s), living in a region with high unemployment, needing special education or having a chronic illness or a disability. Education is seen as one of the main factors influencing the probability of being a NEET; young people with lower education levels are twice as likely to be NEET than those with secondary education and three times more than those with higher education. However, TurkStat data of recent years point out different trends in Turkey. According to 2020 TurkStat statistics 41,7% of higher education graduates are NEET. Rates are 30,2% at high school graduates and %24,6 at less than high school graduates.

Covid-19 crisis in Turkey and the world further deepened the risks in the area of disposable income, employment, mental health, education for young people, and especially vulnerable young people. The disruptions in their access to education and employment opportunities as a result of the economic downturn put young people on a much more volatile trajectory in finding and maintaining quality jobs and income. The economic impacts of the pandemic increase the current vulnerability of young people in the labour markets, as young people who are more likely to work in non-standard employment, such as temporary or part-time work, have a higher risk of loss of jobs and income. In sectors most affected by the crisis (e.g. food, tourism) low-wage and temporary employment is often held by young people. Moreover, some Covid-19 responses such as short time working allowances and unpaid leaves were mostly used for young people in 2020 and first half of the 2021, which caused low levels of income. In addition to the economic difficulties, the lack of physical learning opportunities for young people increases the risk of dropping out of education and training.

Being a result of long-standing structural problems in Turkey, youth unemployment, has been deepened in the long run. However, not only youth unemployment is increasing; also the group that gives up looking for a job by losing hope of working is growing (discouraged workers). One of the factors of low youth employment and education is assessed to be limited access to vocational training in Turkey. According to TurkStat data the unemployment rate of the young population between the ages of 15-24 is 20.1% by October 2021 and the rate of young people who are neither in education nor in employment is 26% by the 3rd Quarter 2021 and the figure reach to 34.1% for young NEET women in Turkey. According to the Turkey Economic Monitor Report prepared by the World Bank a total of 363 thousand young people left the labour force in the 12 months leading to November 2020, adding to significant youth employment losses since 2018. The share of NEET young people has increased by nearly 2 million people relative to a year ago, with the rate being considerably higher among females than males (34 percent versus 20 percent). At all education levels, around 60 percent of NEET are female, and the bulk of NEET youth have less than a high school education. Within the report of OECD, "Education at a Glance 2020", the share of NEET (for the age group of 15-29) is indicated as 28.8%, making Turkey ranking second among OECD countries. It is estimated that young women are more likely to be NEET than men. TurkStat indicates the gender gap in Turkey is 14.4 percentage points for NEET, which is among the worst performer OECD member countries. Family responsibilities in Turkey, the burden of care (children, elderly, etc.), social roles, inequalities and discrimination against women, social structure, marriage at an early age, women's education being less than men are the major factors leading to women's unemployment. Furthermore while %56 of the NEET men manages to exit this status in the long run but this likelihood is only 23.5 per cent for women. There are several factors contributing to stickiness of the status for women, in addition to those applicable for both NEET women and men: early marriages and pregnancies, establishment of the role of homemaker, difficulties for adjudicating between requirements of family and work. Stickiness of the status also hints at the shortness of the period of time that can

be put into use for pulling women out of the NEET category, therefore high marginal value of time and necessity of urgent and timely action.

The project at hand aims to provide grounds to make the problems and needs of NEET women reachable, put them to forefront on the local/national agenda, and establish governance mechanisms and digital portal to address these problems and needs. Strategic approach of the project fosters “invisible” and “reachable” NEET Women to get involved to employment, training, and education with respect to their needs; eliminate the barriers to do so and design tools and policies. In line with this goal, three main outputs are expected to be achieved:

- 1) The problems and needs of the NEET women raised in national fora to activate the relevant stakeholders and institutions.
- 2) Raising awareness and empowerment of Invisible and Reachable NEET women ensured.
- 3) Reachable NEET women’s skills and employment opportunities improved.

The target group of the project is NEET Women aged between 18-29 in broader sense in the selected pilot provinces, nevertheless the priority will be given to age group between 18-24.

The project is being financed by Sabancı Foundation and implemented by UNDP in cooperation with Ministry of Family and Social Services, Ministry of Labour and Social Security and Sabancı Foundation.

In the view of the above, baseline analysis and needs assessment report will be prepared under the Project. Specific expectation from the contractor will be articulated in the expected outputs and deliverables section.

2. Specific Objectives

The objective of this assignment is to prepare a full flagged report on baseline analysis and needs assessment for the selected pilot provinces of the project (Adana, Ankara, Bursa, Diyarbakır, Erzurum, İstanbul, İzmir, Konya, Mardin, Trabzon, Van).

3. Scope of the Assignment

Within the scope of the project, two categories of NEET women are identified/targeted namely **invisible NEET women** who are harder to reach and transform and **reachable NEET women** with more accessible profiles and with a potential to transition to work, education and training. A two-tiered approach is going to be employed for these two categories of NEET women: “activating the invisible NEET women through empowerment programmes” and “supporting women with more accessible NEET profiles to facilitate their transition to the labour market”.

Table 1: Differences between Invisible NEET women and Reachable NEET Women with accessible profiles¹

<i>“Invisible” NEET Women's Profiles</i>	<i>“Reachable” NEET Women's Profiles</i>
<i>Stopped looking for a job, out of the workforce</i>	<i>Job seeker (unemployed)</i>
<i>Maintenance etc. unable to continue or interrupted their education due to burdens</i>	<i>Those who have taken the exam who have not been able to gain their desired place (school / job) or who need to prepare for the exam again due to insufficient education</i>
<i>Because of problems such as violence, early marriage, who are not aware of their rights and have no future expectation</i>	<i>Under pressure but want to escape from this pressure and participate in employment or education</i>

A baseline study will be conducted in the selected pilot provinces (Adana, Ankara, Bursa, Diyarbakır, Erzurum, İstanbul, İzmir, Konya, Mardin, Trabzon, Van). The detailed study for field level data collection will be conducted in Adana, Diyarbakır and İzmir so the expert team defined in Section 10 of this Terms of Reference are expected to travel to these provinces. Non-key experts (field workers) shall collect data directly from the sites, if and when

¹ The transitivity between “invisible” and “reachable” NEET Women Profiles will be considered during implementation of the activities.

necessary. The key experts may accompany the non-key experts depending on the methodology to be proposed. The baseline analysis specifically will focus on status of invisible and reachable NEET women since there is no reliable data for comparisons.

Additionally, baseline study and needs assessment will be covering the situation and expectations of the NEET Women in pilot provinces. The methodology for baseline study will cover literature research, the data will be collected from institutional data sources such as OECD, TURKSTAT, Sectoral Reports, Plans and field level research etc statistical analyses, and surveys on pilot provinces in coordination with relevant parties such as municipalities, provincial directories, chambers, development agencies, industrial zones, etc.. This baseline study results will be used both for consistent design and implementation of the NEET Women Project activities and as a tool for monitoring by comparing data with project result report which will be conducted after the project activities completed.

A needs assessment will be conducted in the selected pilot provinces (Adana, Ankara, Bursa, Diyarbakır, Erzurum, İstanbul, İzmir, Konya, Mardin, Trabzon, Van) to design tailor-made technical, blended and hybrid learning training programmes. These trainings are not a subject of this services, and they will be the subject of separate services according to the needs assessment. The field level data collection and analysis will be conducted in Adana, Diyarbakır and İzmir so the expert team defined in Section 10 of this Terms of Reference are expected to travel to these provinces. Non-key experts (field workers) shall collect data directly from these sites, if and when necessary. The key experts may accompany the nonkey experts depending on the methodology to be proposed. Labour demand analysis will be also part of the needs assessment covering demands of employers and sectors in the pilot provinces in accordance with existing research of the stakeholders.

The baseline survey and needs assessment will use both qualitative and quantitative data collection techniques to source for appropriate information from the respondents. In the wake of COVID-19, the adopted approach will follow the do-no-harm principle by ensuring that the methodologies used do not result into increased risk for respondents or for the consultancy team. As the COVID_19 situation unfolds, the consultancy will be conducted through a series of discrete activities beginning with desk reviews before face-to-face interviews for data collection and analysis. Depending on the duration and severity of pandemic, the consultancy team will utilize appropriate means and tools such as virtual meetings to collect information. The provinces where the programme will be implemented (Adana, Diyarbakır and İzmir) will be target areas for the field level data collection and meetings.

Namely, the assignment will include analysis of current situation; measuring the expectations of the target audience from the opportunities and services in the education/course markets for a stronger participation in the employment market; and to measure labour demand in the pilot provinces.

4. Approach and Methodology

The assignment shall be completed by completing the following phases.

Phase 1: Inception Report Preparation

The contactor is expected to prepare an Inception Report that should indicate sampling plan including how the area and target group are selected to be assessed and how these findings will be generalized or applied to the rest; the objective; methodology; tools including a questionnaire or interview form; team composition; outline/framework of the Final Report, and workplan of the work for the assignment. Furthermore, it will be expected to provide a detailed methodology with tools for field work as part of their inception report. The project implemented in Adana, Ankara, Bursa, Diyarbakır, Erzurum, İstanbul, İzmir, Konya, Mardin, Trabzon, Van. The analysis shall cover all provinces, but there is a need for detailed study in Adana, Diyarbakır and İzmir. Therefore, the contractor shall travel to these sites for phase 2.

Phase 2: Data Collection and Primary Research Report Preparation

In the methodology section of the Inception Report the primary research will be defined. The primary research will involve the development of series of structured surveys with target group in the selected pilot provinces (Key Informant Interviews; Expert Consultations; and Focus Group Discussions, and/or other information gathering

techniques). The number of surveys, interviews and focus groups discussions shall be defined in the inception phase. The number of samplings shall be statistically significant and approved by the LED Projects Manager. The data is expected to be collected at the field level directly with target group as well as relevant stakeholders such as municipalities, provincial directories, chambers, development agencies, industrial zones, etc. The field level data collection and analysis will be conducted in Adana, Diyarbakır and İzmir. The data collection team should be trained on data collection concepts, procedures, and specific target group and relevant stakeholders. The quality of the collected data should be ensured through regular feedback and data analyses. Data entry should be ensured through a reliable data entry spreadsheet.

Phase 3: Draft Report Preparation and Presentation of Initial Findings and Validation Workshop

Following the primary research and data collection, the Contractor will prepare a short presentation of the initial findings, and tentative conclusions and recommendations. This will be used to debrief the Project Management Team. After the comments and feedback from the team the Draft Report will be prepared and presented at the Validation Workshop which will be coordinated online by the UNDP for each site that collected data in field level; Adana, Diyarbakır and İzmir and they will be conducted technically by the contractor with relevant parties, to identify and address any misinterpretations or gaps. In total 3 online validation workshops will be conducted for the pilot provinces. Collecting feedbacks, needs and expectation of the relevant parties on the Report. The report will be developed as two combined reports including data, analysis for invisible and reachable women. The report for both target groups will cover both baseline and needs assessment sections. The report will include analysis of current situation the baseline for both invisible and reachable women; measuring the expectations of the invisible and reachable women target audience from the opportunities and services in the education/course markets for a stronger participation in the employment market; and to labour demand part in the pilot provinces.

Phase 4: Final Report Preparation

Final Report will include two sections baseline and needs assessment for both invisible and reachable women: including addressing inputs from the validation meeting workshop, participating local and national key stakeholders and other government and CSO stakeholders. The report should be around 100 pages and a maximum of 200 pages in length excluding annexes. All cleaned-up datasets, and any coding to evaluate data will be delivered as an attachment to the Final Report.

5. Deliverables and Schedules/Expected Outputs

The Contractor shall schedule submission of deliverables/outputs to meet target deadlines, considering that UNDP and/or GAP RDA will also invest time for review as detailed in below table.

UNDP may reject deliverables if Contractor fails to revise the outputs in line with the comments of UNDP in consultation with the implementing partners. Any rejection shall not delay the target delivery.

The list of tasks, activities, deliverables and their due dates are as follows:

Deliverables	Activity	Deadline
#1 Inception Report	The Inception Report should indicate sampling plan including how the area and target group are selected to be assessed and how these findings will be generalized or applied to the rest.; the objective; methodology; tools including a questionnaire or interview form; team composition; outline/framework of the Final Report, and workplan of the work for the assignment. Furthermore, it will be expected to provide a detailed methodology with tools for field work as part of their inception report. The project implemented in Adana, Ankara, Bursa, Diyarbakır, Erzurum, İstanbul, İzmir, Konya, Mardin, Trabzon, Van. The analysis shall cover all provinces.	10 days after contract signature
#2 Data Collection and Primary Research Report Preparation	In the methodology section of the Inception Report the primary research will be defined. The primary research will involve the development of series of structured surveys with target group in the selected pilot provinces (Key Informant Interviews;	45 days after contracts signature

	<p>Expert Consultations; and Focus Group Discussions, and/or other information gathering techniques). The number of surveys, interviews and focus groups discussions shall be defined in the inception phase. The number of samplings shall be statistically significant and approved by the LED Projects Manager. The data is expected to be collected at the field level directly with target group as well as relevant stakeholders. The field level data collection will be conducted in Adana, Diyarbakır and İzmir. The data collection team should be trained on data collection concepts, procedures, and specific target group and relevant stakeholders. The quality of the collected data should be ensured through regular feedback and data analyses. Data entry should be ensured through a reliable data entry spreadsheet. At the end of the phase 2, the contractor will deliver the report including the results of surveys, interviews and focus group discussions.</p>	
#3 Draft Report (Presentation of Initial Findings and Validation Workshop)	<p>Following the primary research and data collection, the Contractor will prepare a short presentation of the initial findings, and tentative conclusions and recommendations. This will be used to debrief the Project Management Team. After the comments and feedback from the team the Draft Report will be prepared and presented at the Validation Workshop which will be conducted with relevant parties, to identify and address any misinterpretations or gaps. Collecting feedbacks, needs and expectation of the relevant parties on the Report. The report will be developed as two combined reports including data, analysis for invisible and reachable women. The report for both target groups will cover both baseline and needs assessment sections. The report will include analysis of current situation the baseline for both invisible and reachable women; measuring the expectations of the invisible and reachable women target audience from the opportunities and services in the education/course markets for a stronger participation in the employment market; and to labour demand part in the pilot provinces. The Draft Report shall contain below sections:</p> <p>I. Abbreviations and Acronyms II. Acknowledgment III. Foreword IV. Executive Summary V. Introduction</p> <p>Part I</p> <p>i. Background</p> <p>a) Socio-Economic and Cultural Context b) Unseen and Reachable NEET Women Context</p> <p>ii. Methodology of Baseline Assessment iii. Limitations and Challenges</p> <p>iv. Demographic and Socio-Political Profile of NEET Women v. The Profile of Supply Side and Intermediary Institutions (Enterprises, OIZs, Chambers of Industry and Commerce, Social Security Institution and Turkish Employment Agency Directorates, Related Directorate of Ministries, Municipalities, Employer Associations etc.) vi. Findings and Implications vii. The Way Forward</p> <p>Part II</p> <p>i. Background</p> <p>a) Socio-Economic and Cultural Current Situation Analysis b) Objective and Scope of Work</p> <p>ii. Methodology of Needs Assessment iii. Limitations and Challenges</p>	70 days after contract signature

	iv. Analysis of Demand, Supply, and Intermediary Sides/Target Groups v. Findings and Implications vi. Cross Cutting Issues vii. Recommendations for Action VI. General Evaluation Recommendations VII. References	
#4 Final Report	<p>Final Report will include two sections baseline and needs assessment for both invisible and reachable women: including addressing inputs from the validation meeting workshop, participating local and national key stakeholders and other government and CSO stakeholders. The report should be a minimum of 50 pages and a maximum of 200 pages in length excluding annexes. All cleaned-up datasets, and any coding to evaluate data will be delivered as an attachment to the Final Report. The Final Report shall contain below sections:</p> <p>I. Abbreviations and Acronyms II. Acknowledgment III. Foreword IV. Executive Summary V. Introduction</p> <p>Part I</p> <p>i. Background</p> <p>a) Socio-Economic and Cultural Context b) Unseen and Reachable NEET Women Context</p> <p>ii. Methodology of Baseline Assessment iii. Limitations and Challenges iv. Demographic and Socio-Political Profile of NEET Women v. The Profile of Supply Side and Intermediary Institutions (Enterprises, OIZs, Chambers of Industry and Commerce, Social Security Institution and Turkish Employment Agency Directorates, Related Directorate of Ministries, Municipalities, Employer Associations etc.) vi. Findings and Implications vii. The Way Forward</p> <p>Part II</p> <p>i. Background</p> <p>a) Socio-Economic and Cultural Current Situation Analysis b) Objective and Scope of Work</p> <p>ii. Methodology of Needs Assessment iii. Limitations and Challenges iv. Analysis of Demand, Supply, and Intermediary Sides/Target Groups v. Findings and Implications vi. Cross Cutting Issues vii. Recommendations for Action</p> <p>VI. General Evaluation, Strategy and Recommendations VII. References</p>	80 days after contract signature

Reporting:

Reporting language shall be English and Turkish. The reports shall be submitted to UNDP Local Economic Development Projects Manager for approval. All the reports are subject to final approval from ISG Portfolio Manager to realize the payments to the Contractor.

The Contractor shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

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

6. Key Performance Indicators and Service Level

Key services required and performance indicators are elaborated in the table below:

Key services required	Minimum standard of services acceptable
Preparation of and Submitting a Baseline Study and Need Assessment Report	<ul style="list-style-type: none"> - Planning, conducting and completion of The Inception Report including the objective; methodology; tools including a questionnaire or interview form; team composition; outline/framework of the Final Report, and workplan of the work for the assignment. - Planning, conducting and completion of series of structured surveys with target group in the selected pilot provinces (Key Informant Interviews; Expert Consultations; and Focus Group Discussions, and/or other information gathering techniques). - Delivering of a short presentation and a draft report of the initial findings, and tentative conclusions and recommendations. Also, the study shall be supported by the Validation Workshop which will be conducted with relevant parties, to identify and address any misinterpretations or gaps. - Submission of the Final Report including two sections baseline and needs assessment for both invisible and reachable women: including addressing inputs from the validation meeting workshop, participating local and national key stakeholders and other government and CSO stakeholders. All cleaned-up datasets, and any coding to evaluate data will be delivered as an attachment to the Final Report.

7. Governance and Accountability

The Contractor shall be responsible directly to Local Economic Development (LED) Projects Manager in charge of the Project for all the deliverables.

The Contractor shall inform UNDP Local Economic Development (LED) Projects Manager in charge of the Project for all the deliverables bi-weekly via e-mail and without a fixed reporting template regarding the progress they have made.

UNDP will facilitate meetings with the Sabancı Foundation, Ministry of Family and Social Services and Ministry of Labour and Social Protection during the design/preparation of the Report, when needed.

The approving authority of each deliverable will be UNDP. Its implementing partner will have inputs with regards to the services prepared by the Contractor. The Contractor is obliged to finalize activities by taking into account UNDP's and implementing partners feedback on deliverables. The Contractor shall provide regular information to the UNDP on a bi-weekly basis via e-mails. The Contractor is obliged to respond for any immediate demand for information by the UNDP within 24 hours.

8. Facilities to be provided by UNDP and Duty Station

UNDP will provide all relevant background documents. UNDP is not obliged to provide any physical facility for the work of the Contractor. However, depending on the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of UNDP and relevant stakeholders such facilities may be provided at the disposal of the Contractor. UNDP and/or the relevant project partners will facilitate meetings between the Contractor and other stakeholders, when needed.

The Contractor will work closely with UNDP Turkey Co's project team, project management unit and national partners and report to the Local Economic Development Projects Manager.

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

After submission of the deliverables, UNDP may have some comments and revision requests on the deliverables. Contractor shall address the comments of UNDP and shall revise the deliverables as per the comments.

Place of work (duty station) for the assignment is Ankara with various travels to defined provinces. All additional costs such as travel, accommodation and living costs in duty station (Ankara) shall be covered by the Contractor and the professional fees for experts shall include these costs. For implementing collecting data and conducting meetings at the field level in Adana, Diyarbakır and İzmir, all the costs associated with travel (inter and intra-city), accommodation and any other living costs of the Contractor's personnel (including key experts and non-key experts) shall be covered by the Contractor and shall be taken into consideration during preparation of the proposals.

Covid 19 Specific Measures:

The Service Provider shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their proposals and factor relevant costs, if any, to their proposals. The Service Provider shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. Pursuant to "Clause 12- Indemnification" of UNDP General Terms and Conditions for Contracts, the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.

9. Expected Duration of the Assignment

The assignment is expected to start on **1 March 2022** (starting date is indicative and may be updated considering actual contract signature date) and be completed by **30 June 2022**.

10. Qualifications and Requirements of the Key Personnel

The Contractor shall provide adequate staff in terms of expertise and time, in order to complete the tasks required and to achieve the overall and specific objectives of the Contract in terms of time, cost and quality.

The following table demonstrates the required qualifications of the Contractor to be recruited for this assignment. The required qualifications and/or experience are presented below:

It is contractor's responsibility to establish a team. Contractor is responsible for entire project personal's social security related issues. The Contractor shall secure successful completion of the assignment.

#	Personnel	Number of Personnel	Duties and Responsibilities
1	Team Leader (Key Expert)	1	TL will supervise entire project activities and project teams in line with the project terms of reference. TL will be responsible for delivery of all activity in highest quality and timely manner.
2	Key Expert (Key Expert)	1	Key Experts will develop /organize and take key role in the preparation of the Report including the analysis of the data collected from the field studies and contribute to ensure the quality of the delivery.
3	Field Workers (Non-Key Experts)	3	The field workers will plan, coordinate and conduct surveys, meetings in the pilot provinces.

The Assignment Team will be composed of complementary expertise and competencies and will jointly be responsible for ensuring the quality of the deliverables/outputs of the Assignment. The CVs of the Key Experts

shall be submitted with the Technical Proposal.

Key Personnel

Key Expert 1: Team Leader:

The tasks and duties of the Team Leader will be to;

- Support the other team members for determination of the appropriate techniques and analyses for the activities described in the Terms of Reference
- Act as the focal point of the Assignment Team vis a vis the UNDP
- In coordination with the focal points, coordinate the smooth implementation of the activities and facilitate the work of the members of the Assignment Team
- In liaison with UNDP respond to the potential deviations from the original work plan and (if necessary) update the work plan of the assignment
- Review the outputs to be developed within the scope of the assignment and assure quality, coherence, complementarity of the deliverables and responsiveness to the Terms of Reference
- Moderate and/or take a leadership role in major events involving stakeholders as well as consultation sessions to be conducted with the participation of the UNDP, MoFSS, MoLSS and Sabancı Foundation
- To provide technical inputs regarding the modeling and reporting
- Checking the eligibility and giving consent for the acceptance of all team members (Field Workers etc.) who will participate in the field research and sending the CV's of them to the UNDP Projects Manager.

The minimum requirements and assets for Team Leader shall be as follows:

Team Leader	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> – B.S. in economics, business administration, administrative, sociology, statistics, econometrics social sciences and/or relevant fields. – Proficiency in Turkish is required. – Proficiency in English is required. 	<ul style="list-style-type: none"> – Master's Degree or PhD. in economics, business administration, administrative, sociology, statistics, econometrics social sciences and/or relevant fields is an <u>asset</u>.
General Professional Experience	<ul style="list-style-type: none"> – At least 10 years of general professional experience is required. 	
Specific Experience	<ul style="list-style-type: none"> – At least 7 years of professional experience the area of development and social policies. – Demonstrated 3 years of experience in development of reports, strategies/roadmaps or scientific / research / paper and on organizing workshops and data analysis and interpretation. – Demonstrated experience on at least one program/project management and coordination. 	<ul style="list-style-type: none"> – Working in the area of women empowerment, gender equality is an <u>asset</u>. – Previous affiliation/experience working in international organizations such as UN agencies, World Bank, European Union etc. is an <u>asset</u>.

Key Expert 2: Analyst:

The *tasks and duties* of the Analyst Key Expert will be to;

- To provide technical inputs to the design of the analysis
- Determine, in collaboration and agreement with the other relevant members of the Assignment Team, the appropriate methodology
- Design/conduct, coordinate required field visits/assessments
- Support the other team members for determination of the appropriate techniques and analyses for the activities described in the Terms of Reference
- Provide guidance and technical inputs for the relevant deliverables/outputs and draft the relevant entire and/or some related sections of the deliverables of the assignment primary responsibility of which are designated

- Analyze the data collected by the field studies and report ...
- Participate in major events involving stakeholders (meeting and workshops) as well as consultation sessions to be conducted with the participation of the UNDP, MoFSS, MoLSS and Sabancı Foundation' representatives.

The minimum requirements and assets for Analyst Key Expert shall be as follows:

Analyst	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> – University degree in Economics, Business Administration, Econometrics, Statistics, Sociology and/or related fields, – Proficiency in Turkish is required. – Proficiency in English is required. 	<ul style="list-style-type: none"> – Master's Degree or PhD. in economics, business administration, administrative, sociology, statistics, econometrics social sciences and/or relevant fields is an <u>asset</u>.
General Professional Experience	<ul style="list-style-type: none"> – At least 7 years of general professional experience is required. 	
Specific Experience	<ul style="list-style-type: none"> – Demonstrated 4 years of experience in development of reports, strategies/roadmaps or scientific / research / paper and on organizing workshops and data analysis and interpretation. – At least five years of professional experience in critical social analysis of social inequalities and inclusion. 	<ul style="list-style-type: none"> – Having demonstrable documentation/report writing ability specifically on equality and inclusiveness, women empowerment and entrepreneurship shall be considered as <u>an asset</u>.

Non-Key Personnel:

Non-Key Experts (Field Workers)

The **tasks and duties** of the Field Workers will be to;

- Contribute to the methodology design of the assignment
- Conduct data collection at the field level
- Conduct, coordinate required field visits/assessments
- Support the other team members for determination of the appropriate techniques and analyses for the activities described in the Terms of Reference.

The Contractor shall employ 3 field workers after the contract signature. The CVs of field workers are not required for technical evaluation, but they shall be submitted to UNDP following contract signature and be subject to approval of UNDP.

Field workers' required qualifications shall be as follows;

Field Workers	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> – University degree in Sociology, Arts and Sciences, Economics and Administrative Sciences, and/or related fields. – Proficiency in Turkish is required. – Proficiency in English is required. 	<ul style="list-style-type: none"> – Master's Degree or PhD. in economics, business administration, administrative, sociology, statistics, econometrics social sciences and/or relevant fields is an <u>asset</u>.
General Professional Experience	<ul style="list-style-type: none"> – At least 2 years of general professional experience is required. 	

Specific Experience	<ul style="list-style-type: none"> – At least 2 years of professional experience in research, data collection and other related areas. 	<ul style="list-style-type: none"> – Demonstrated experience at least in one assignment working with multiple stakeholders from government, civil society and development partners is an asset. – Specific experience in research methods/programmes/projects/studies is <u>an asset</u>. – At least one similar field study/research experiences in social development like gender equality, education, employment is an asset. – To have received training on qualitative/quantitative research techniques for graduates from departments other than sociology and statistics.
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11. Price and Schedule of Payments

The Contract price is based on a deliverable basis. The contract price is a fixed price regardless of extension of the herein specific duration. The amount paid to the Contractor shall be gross and inclusive of all associated costs such as all travel, accommodation, transportation (intercity and intracity), equipment, office and etc. expenses required for the successful provision of services and deliverables as well all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required by applicable laws. Contractor will not receive any additional payment for whatsoever reason. Payments will be affected to the contractor on percentage basis in line with the percentages listed in the following table, upon acceptance of deliverables by UNDP.

The Contractor based in Turkey shall be paid in TRY. The Contractor based in another country shall be paid in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer.

Payments shall be made in accordance with the following schedule:

<u>Payments</u>	<u>Percentage of Payment</u>	<u>Pre-requisite for Payment</u>
Payment 1	10%	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: <ul style="list-style-type: none"> - Inception Report - Receipt of invoice from the Contractor
Payment 2	10%	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: <ul style="list-style-type: none"> - Data Collection and Primary Research Report Preparation - Receipt of invoice from the Contractor
Payment 3	40%	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: <ul style="list-style-type: none"> - Draft Report (Presentation of Initial Findings and Validation Workshop) - Receipt of invoice from the Contractor

Payment 4	40%	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: <ul style="list-style-type: none">- Final Report- Receipt of invoice from the Contractor
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Payment will be made only upon UNDP's acceptance of the reports/documents stipulated under "Pre-requisite for Payment" column on above table for each payment. Payments shall be affected within thirty (30) days, after receipt of invoice and certification of acceptance of services issued by the ISG Portfolio Manager.