
**Terms of Reference for National Short-Term Expert on Non-Technical Survey
Within the Scope of Demining and Increasing the Border Surveillance Capacity at the Eastern
Borders of Turkey – Phase III Project (DEM III)**

1 Background

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. The size of the mined area in Turkey is 150.418.408 m² as of the end of 2020.

Land Release is the primary means of achieving cost efficiency in the sector. The full process consists of identifying where EO is to be found (and where they are not) through all reasonable effort until it can be shown with justifiable confidence that EO is either not present or that they have been destroyed or removed. Land Release uses an evidence-based approach to more accurately differentiate between those areas that require clearance and those areas that do not. The process of gathering evidence begins with a Non-Technical Survey (NTS), which, if the evidence is found, is usually followed by the technical survey (TS). Once TS has accurately established the precise type of threat and the extent of the contamination, full clearance will be undertaken only in the contaminated areas. Non-Technical Survey (NTS) is the starting point for identifying, accessing, collecting, reporting and using information to define where mines/ERW are to be found, as well as where they are not, and to identify Suspected Hazardous Areas (SHA) and Confirmed Hazardous Areas (CHA) where further investigation and/or clearance need to take place.

The Government of Turkey (GoT) has committed funds and has contracted the UNDP Turkey Country Office as the implementing partner to manage the "Non-Technical Survey" component due to UNDP's extensive global experience in this field and its existing cooperation with Ministries and Turkish General Staff.

The Ministry of National Defence (MoND) – Turkish Mine Action Centre (TURMAC), Ministry of Interior and Turkish General Staff (Land Forces Command) are the main beneficiaries of the NTS Component. UNDP will provide technical assistance for the efficient and effective implementation of the NTS Component.

A National Short-Term Expert on Non-Technical Survey (STE) will be mobilized in the period from August 2022 to December 2022, in order to support the project's implementation and delivery of specific project outputs in a timely and quality manner; as detailed throughout this Terms of Reference (ToR).

2 Objective(s) of the Assignment

The overall objective of the assignment is to support the realization of NTS Component of the Project. The STE will mainly be supporting; i) operational aspects of the NTS Component with a view to ensure full compliance with the terms and conditions of concerned agreements signed with the donors and implementing partners, ii) organisation and facilitation of the NTS work of Survey Teams through the provision of timely operational and managerial guidance, iii) establishment and maintenance of project-based institutional knowledge.

3 Duties and Responsibilities

The STE's support to the realization of NTS Component of the Project will mainly be under three headings, of which he will be providing support services for. These are:

- a) **Supporting operational aspects of the NTS Component with a view to ensure full compliance with the terms and conditions of concerned agreements signed with the donors and implementing partners by:**
 - Checking and evaluating the desktop assessment of NTS Teams.
 - Documentation of check and verification of NTS results.
 - Timely and high-quality reporting by collating and analysing NTS activity results and inputs from the Survey Teams' activity in the field and incorporating NTS data, following up on comments of the project team, and finalising the comments on NTS reports.
 - Assuring quality of the NTS Reports in accordance with the NTS Standard Operation Procedures (SOPs) promulgated by TURMAC.
 - Establishing and maintaining good relations / partnerships with TURMAC and Local Public/Military Authorities and focusing on achievement of the Project results and outcomes.
 - Preparing inputs to reports and compiling project reports according to the Project Document.
 - Providing data and information by other authorities, agencies and organizations, as required by UNDP.
- b) **Supporting organisation and facilitation of the NTS work of Survey Teams through the provision of timely operational and managerial guidance by:**
 - Preparation of time plans and the field schedules for the NTS Teams activities in the field.
 - Modification of time plans and field schedules when required by UNDP, through coordination with civilian and military institutions as necessary.
 - Ensuring project resources are used efficiently and effectively as per the approved time plans and field schedules, through maintaining day-to-day relations with the local public/military authorities, TURMAC and NTS Teams.
 - Monitoring activities of the NTS Teams in the field.
- c) **Supporting establishment and maintenance of project-based institutional knowledge by:**
 - Reviewing NTS SOPs and suggest updates as necessary.
 - Identification and synthesis of best practices, lessons learned and enhancing survey methodologies.
 - Fulfilling additional tasks, as required by UNDP.

The above listed activities are subject to further revision as needed by UNDP, in consultation with the MoND, in line with the emerging requirements of the Project. All the reports shall be in English and/or Turkish, as required by UNDP. 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 Demining and Increasing the Border Surveillance Capacity at the Eastern Borders of Turkey – Phase III (DEM III) Project Team. The STE will work in consultation with the NTS Field Coordinator and will report to the DEM III Chief Technical Advisor / Project Manager.

4 Expected Outputs and Deliverables

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

No.	Activity	Deliverable	Due Date	Estimated Number of Person/days to be Invested by the IC (Indicative)
1	Reviewing 40 NTS Reports for external quality control of the NTS Reports created as a result of the NTS activities and activities of the field teams and providing comments	40 Reviewed NTS Reports and Comments on the NTS Reports	31 August 2022	4 person/days
2	Reviewing the activities of the teams in the field and the task orders issued by TURMAC and comparing the review results with 40 NTS Reports	Comparison of the Review Results with 40 NTS Reports	31 August 2022	0.5 person/days
3	Drafting meeting minutes regarding the NTS Component of the Project	Draft meeting minutes regarding the NTS Component of the Project	31 August 2022	0.5 person/days
4	Reviewing 40 NTS Reports for external quality control of the NTS Reports created as a result of the NTS activities and activities of the field teams and providing comments	40 Reviewed NTS Reports and Comments on the NTS Reports	30 September 2022	4 person/days
5	Reviewing the activities of the teams in the field and the task orders issued by TURMAC and comparing the review results with 40 NTS Reports	Comparison of the Review Results with 40 NTS Reports	30 September 2022	0.5 person/days
6	Drafting meeting minutes regarding the NTS Component of the Project	Draft meeting minutes regarding the NTS Component of the Project	30 September 2022	0.5 person/days
7	Reviewing 40 NTS Reports for external quality control of the NTS Reports created as a result of the NTS activities and activities of the field teams and providing comments	40 Reviewed NTS Reports and Comments on the NTS Reports	31 October 2022	4 person/days
8	Reviewing the activities of the teams in the field and the task orders issued by TURMAC and comparing the review results with 40 NTS Reports	Comparison of the Review Results with 40 NTS Reports	31 October 2022	0.5 person/days

9	Drafting meeting minutes regarding the NTS Component of the Project	Draft meeting minutes regarding the NTS Component of the Project	31 October 2022	0.5 person/days
10	Reviewing 40 NTS Reports for external quality control of the NTS Reports created as a result of the NTS activities and activities of the field teams and providing comments	40 Reviewed NTS Reports and Comments on the NTS Reports	30 November 2022	4 person/days
11	Reviewing the activities of the teams in the field and the task orders issued by TURMAC and comparing the review results with 40 NTS Reports	Comparison of the Review Results with 40 NTS Reports	30 November 2022	0.5 person/days
12	Drafting meeting minutes regarding the NTS Component of the Project	Draft meeting minutes regarding the NTS Component of the Project	30 November 2022	0.5 person/days
ESTIMATED TOTAL NUMBER OF PERSON/DAYS (INDICATIVE)				20 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 1 August 2022 and 31 December 2022.

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 (by the IC) 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.

The STE will work within the conceptual and standardization framework drawn by, Operational Survey Process 2020 (OSP), International Mine Action Standards and National Mine Action Standardization documents of TURMAC. Land Release, Non-Technical Survey and Quality Control sections of these documents are of higher importance.

All reports should be submitted in English and/or Turkish, as required by UNDP.

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

7 Place of Work

Place of work for the assignment is Home-based. The assignment may require travels to provinces within Turkey with respect to project needs and the duties and responsibilities of the consultant stated above.

Travel, accommodation and living expenses (terminal, inter-city, intra-city travels, living costs such as breakfast, lunch, dinner, etc.) in Duty Station will be borne by the consultant and these expenses should be factored by the Consultant into his/her price proposal. No further payment will be affected to the Consultant within the scope of this Assignment for whatsoever reason (terminal, inter-city, intra-city travels, living costs such as breakfast, lunch, dinner, etc.) within the Duty Station.

Assignment-related/activity-related travel and accommodation costs, which are pre-approved by UNDP outside of the Duty Station will be borne by UNDP. The costs of respective travels of the IC may either be:

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the Consultant, through UNDP’s official Travel Agency or,
- Reimbursed to the Consultant upon the submission of the receipts/invoices of the expenses by the consultant 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 civil engineering, military engineering, combat engineering, management, business administration, international relations, security studies or any other relevant field ▪ Fluency in English ▪ Fluency in Turkish 	<ul style="list-style-type: none"> ▪ Advanced degree in civil engineering, military engineering, combat engineering, management, business administration, international relations, security studies or any other relevant field
General Professional Experience	<ul style="list-style-type: none"> ▪ Minimum 10 (ten) years of professional/academic experience ▪ Minimum 5 (five) years of professional military/security experience 	<ul style="list-style-type: none"> ▪ More than 10 (ten) years of professional/academic experience ▪ More than 5 (five) years of professional military/security experience ▪ Experience working in international institutions or organizations
Specific Professional Experience	<ul style="list-style-type: none"> ▪ Minimum 2 (two) years of professional experience in Demining, Mine Action and/or Explosive Ordnance Disposal 	<ul style="list-style-type: none"> ▪ Holding certificate(s) regarding Demining, Mine Action and/or Explosive Ordnance Disposal ▪ Experience in demining training
<p>Notes:</p> <ul style="list-style-type: none"> • <i>Internships (paid/unpaid) are not considered professional experience.</i> • <i>Obligatory military service is not considered professional experience.</i> • <i>Professional experience gained in an international setting is considered international experience.</i> • <i>Experience gained prior to completion of undergraduate studies is not considered professional experience.</i> 		

9 Competencies

Individual Consultant needs to have below competencies:

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

10 Payments

Payments will be made within 30 days upon approval of deliverables by UNDP, along with the Certification of Payment Form (COP) on the basis of the lump-sum price of that respective deliverable and pertaining payment documents signed by the IC and approved by the responsible Chief Technical Advisor / 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.