1. BACKGROUND

Turkey’s efforts to improve access to justice for all have been given impetus since 2000 and providing better functioning legal aid system has been seen an important means for attaining that goal. Looking at all national level plans and programs, it is all visible that more systematic, accessible, well-known and institutionalized legal aid system which also gives priority to create responsive systems to disadvantaged groups is given special importance. In parallel to this framework, lawyers and Bar Associations have been dedicated to the provision of legal aid services and better assistance for disadvantaged groups. Further, Ministry of Justice took important steps via its Department of Victims’ Rights. However, despite the initiatives for improvement of the legal aid services in Turkey, it is addressed by both EU Progress Reports, as well as international and national analysis that legal aid system in Turkey needs to be further supported and improved in terms of its procedures, quality and impacts on citizens together with the coordination among all actors involved and further improvement of quality of legal-aid services provided by lawyers.

By considering all these circumstances and based on the achievements and results of the “Support to the Improvement of Legal Aid Practices for Access to Justice for All in Turkey Phase I”, this Project aims to develop more coordinated, qualified and systematic approach into legal aid practices in Turkey and build awareness on the operationalization of performance management tools and mechanisms to enhance the efforts to ease access to justice. This will be achieved through developing mechanisms towards gaps for better coordination and improving networks among legal aid service providers (Union of Turkish Bar Associations, Bar Associations and lawyers), women NGOs and civil society, as well as increased capacity of lawyers through an online training. With the aim to develop a systematic and structured approach, the Project will implement pilot practices for specialized legal aid services towards gender-based violence victims. The Project will also address the implementation of the policy recommendations for improved legal aid services generated in Phase I and will further support the institutional needs of Bar Associations through the dissemination of performance criteria and evaluation mechanisms that are introduced to ensure an effective, coordinated and monitored legal aid system in Turkey.

The Second Phase focuses on institutional and individual level capacity enhancement activities for Union of Bar Associations of Turkey, Local Bar Associations and lawyers practicing legal aid, as well as enhanced cooperation and coordination with NGOs and civil society organizations. Recalling from the experiences and findings of Phase I, Phase II of the Project will implement pilot practices for specialized legal aid services towards gender-based violence victims, especially women. Through the evaluation of Poppy Project practices and development of a more consolidated and structured system of legal aid provision, more citizens will have access to legal aid services. The project aims to achieve the following results for enhancing the efficiency of the legal aid system in Turkey:
➢ Result I: COORDINATION

Output: Enhanced coordination between women NGOs, civil society organizations, public bodies, lawyers and bar associations to improve the legal aid system in Turkey

➢ Result II: SYSTEM DEVELOPMENT

Output: Development of a systematic and structured approach for legal aid services via implementing and further improving best practices in pilot Bar Associations: Poppy Project Practices

➢ Result III: CAPACITY DEVELOPMENT

Output: Enhanced capacities of lawyers practicing legal aid through a tailor-made training programme

➢ Result IV: AWARENESS RAISING

Output: Awareness rising among bar associations in Turkey on the performance criteria and evaluation mechanism for legal aid services and automation system for appointment of CCP lawyers

With a view to implement the project activities in an effective and efficient way and achieve the expected results of the Project, a team of experts is being established within the scope of the Project. The Monitoring and Coordination Consultant for Victims of Violence Support Centers will be mobilized for the entire duration of the project’s implementation and delivery of specific project outputs in close cooperation and communication with UNDP Project Team (PT), as detailed throughout this Terms of Reference (ToR).

2. OBJECTIVE AND SCOPE

The objective of this assignment is to closely monitor the Victims of Violence Support Centers (VVSCs) at 6 pilot provinces that were formally opened in February 2022 and in order to ensure their full operationalization by continuous backstopping, capacity building and provision of recommendations and innovative solutions to senior management for ensuring a successful proof of concept.

The Individual Consultant (IC) is expected to conduct field visits to 6 provinces to oversee the routine operations of the VVSCs, identify bottlenecks, data gaps, observe relations of VVSCs with other public bodies and efficacy of the referral system with women’s CSOs, periodically report back to UNDP, provide recommendations for remedial action to those bottlenecks and carry out those recommendations as they fall into his/her expertise.

The IC will also be responsible for obtaining statistics and information from the centers periodically and ensure standard reporting are realized by all 6 VVSCs based on the Monitoring and Evaluation (M&E) framework to be created by UNDP. The IC is also expected to undertake various ad-hoc capacity building activities if UNDP or the IC thinks there are capacity shortages of various VVSCs in terms of this M&E reporting.

The IC will take part in and contribute to realization of the following output:

Output 2 (Result 2 – System Development): Development of a systematic and structured approach for legal aid services via implementing and further improving best practices in pilot Bar Associations
3. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

The IC is expected to perform the following tasks:

- Undertake field visits to pilot provinces to identify bottlenecks, capacity shortages, various data gaps and relations with local stakeholders
- Prepare three-monthly situation reports for each city to inform senior management about bottlenecks and recommendations/solutions for each bottleneck
- Put those recommendations/solutions into practice, to the extend within the power of the consultant, as assessed by UNDP
- Escalate those recommendations/solutions that can only be handled by senior management
- Participate in and contribute to meetings, as and when requested by UNDP
- Prepare ad-hoc reports, briefs and/or presentations, as and when requested by UNDP
- Aggregate monthly M&E reports prepared by each VVSC and submit monthly VVSC monitoring and evaluation reports for senior management

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 Project Manager of “Support to the Improvement of Legal Aid Practices for Access to Justice for All in Turkey Phase II Project”.

The above listed activities are subject to further revision with the consent of UNDP, in coordination with UTBA. If required by UNDP, the IC may provide additional consultancy services related to her/his competencies and expertise, in line with the duties and responsibilities stipulated in this Terms of Reference.

4. INSTITUTIONAL ARRANGEMENTS

UNDP Turkey CO will;

- Provide the Consultant with relevant documents,
- Provide the Consultant with full support in any further analysis of the data where necessary,
- Facilitate communication with other stakeholders,
- Give feedback to the draft, final reports and all other deliverables prepared by the Consultant.

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

The Consultant will be under the direct supervision of the Project Manager of Support to the Improvement of Legal Aid Practices for Access to Justice for All in Turkey Phase II Project.

UNDP is not 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, telephone lines, internet connection, etc.) and at the discretion of UNDP, such facilities may be provided at the disposal of the IC.

After submission of the deliverables listed in Article 5, UNDP may have some comments and revision requests on the deliverables. The Consultant 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 Consultant.

All reports should be submitted in English and/or Turkish (as requested by UNDP).
5. EXPECTED OUTPUTS AND DELIVERABLES

The Individual Consultant is expected to deliver the below outputs/deliverables, to the satisfaction of UNDP:

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Estimated Number of Person/days to be Invested by the IC (Indicative)</th>
<th>Due Dates</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consolidated monitoring and evaluation and situation reports on operationalization of each VVSC for the August 2022 – October 2022 period</td>
<td>6 Person/days</td>
<td>10 November 2022</td>
<td>UNDP Project Manager, in consultation with UTBA</td>
</tr>
<tr>
<td>2. Consolidated monitoring and evaluation and situation reports on operationalization of each VVSC for the November 2022 – January 2023 period</td>
<td>6 Person/days</td>
<td>10 February 2023</td>
<td>UNDP Project Manager, in consultation with UTBA</td>
</tr>
<tr>
<td>3. Consolidated monitoring and evaluation and situation reports on operationalization of each VVSC for the February 2023 – May 2023 period</td>
<td>7 Person/days</td>
<td>31 May 2023</td>
<td>UNDP Project Manager, in consultation with UTBA</td>
</tr>
<tr>
<td>4. Presentation and delivery of tailor made two trainings for lawyers (online)</td>
<td>6 Person/days</td>
<td>31 October 2022</td>
<td>UNDP Project Manager, in consultation with UTBA</td>
</tr>
<tr>
<td>5. Presentation and briefing on the implementation of monitoring framework</td>
<td>2 Person/days</td>
<td>30 April 2023</td>
<td>UNDP Project Manager, in consultation with UTBA</td>
</tr>
<tr>
<td>Estimated Total Number of Person/days (Indicative)</td>
<td></td>
<td></td>
<td>27 Person/days</td>
</tr>
</tbody>
</table>

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 actually invested by the Individual Consultant for the completion of each respective deliverable.

- **Reporting Line**

  The IC shall be responsible to the Project Manager for the completion of the tasks and duties assigned in Article 3 and 5 of this ToR. The reports shall be submitted to the Project Manager for approvals.

- **Reporting Language and Conditions**

  The reporting language shall be in Turkish and/or English (as requested by UNDP). 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 will start on 18 July 2022 and is expected to be completed by 31 May 2023.

7. PLACE OF WORK

Place of work for the assignment is Home-based. The assignment may require travels to other 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:

<table>
<thead>
<tr>
<th>Cost item</th>
<th>Constraints</th>
<th>Conditions of Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (intercity transportation)</td>
<td>Full-fare economy class tickets</td>
<td>1- Approval by UNDP of the cost items before the initiation of travel</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Up to 50% of the effective DSA rate of UNDP for the respective location</td>
<td>2- Submission of the invoices/receipts, etc. by the IC with the UNDP’s F-10 Form</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Up to 6% of the effective DSA rate of UNDP for the respective location</td>
<td>3- Acceptance and Approval by UNDP of the invoices and F-10 Form</td>
</tr>
<tr>
<td>Lunch</td>
<td>Up to 12% of the effective DSA rate of UNDP for the respective location</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>Up to 12% of the effective DSA rate of UNDP for the respective location</td>
<td></td>
</tr>
<tr>
<td>Other Expenses (intra city transportations, transfer cost from/to terminals, etc.)</td>
<td>Up to 20% of effective DSA rate of UNDP for the respective location</td>
<td></td>
</tr>
</tbody>
</table>

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 Consultant should have the following experience and qualifications:

<table>
<thead>
<tr>
<th>General Qualifications</th>
<th>Minimum Qualification Requirements</th>
<th>Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Bachelor’s Degree in international relations, political science, sociology, economics, statistics and/or any other relevant field</td>
<td>• Advanced Degree in international relations, political science, sociology, economics, statistics and/or any other relevant field</td>
</tr>
<tr>
<td></td>
<td>• Good command of spoken and written Turkish and English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Full computer literacy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Professional Experience</th>
<th>Minimum 10 (ten) years of general professional experience on rights-based advocacy, judicial reform for vulnerable groups, access to justice and/or other similar fields</th>
<th>More than 10 (ten) years of general professional experience on rights-based advocacy, judicial reform for vulnerable groups, access to justice and/or other similar fields</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Minimum 2 (two) years of professional experience in designing and delivering trainings</td>
<td>• Experience in data compiling and analysis</td>
</tr>
<tr>
<td></td>
<td>• Knowledge on human rights</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Professional Experience</th>
<th>Minimum 2 (two) years of professional experience in M&amp;E</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Experience in and/or knowledge on subjects such as gender equality, gender mainstreaming, gender-based violence and/or any other related field</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- Internships (paid/unpaid) are not considered professional experience.
- Obligatory military service is not considered professional experience.
- Professional experience gained in an international setting is considered international experience.
- Experience gained prior to completion of undergraduate studies is not considered professional experience.

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 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 the responsible Project Manager. While the IC may invest less or more than estimated number of person/days for each deliverable different than the estimated person/days stipulated in the table in Article 5, nevertheless the payment to be affected to the IC for each deliverable will be based on the lump-sum price of the respective deliverable.

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 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.