

Call for Expression of Interest for Trainers and Consultants/Mentors on “Inclusive and Sustainable Growth Portfolio”

REF: UNDP-TUR-EOI-ISG-2023-01

INSTRUCTIONS TO APPLICANTS

General		
1	Eligibility	This “Call for Expression of Interest” is open to all individual consultants as trainers and consultants/mentors for Inclusive and Sustainable Growth Portfolio.
2	Purpose	The aim of the Call is to establish a qualified pool of trainers/consultants mentors who can deliver professional services on a short-term or retainer basis to be used for the Inclusive and Sustainable Growth (ISG) Portfolio. The areas, for which the professional services will be procured, are listed in Attachment 1 (Generic Terms of Reference).
3	Deadline	The Call for Expression of Interest will be open until 31.12.2024 (subject to extension, as needed by UNDP). UNDP will evaluate the applicants starting from at the end of each month, as a routine practice.
Preparation and Submission of Applications (Expression of Interest)		
4	Language	All applications should be made in the English Language. Applications in languages other than the English Language may be automatically eliminated by UNDP without a further request for clarification and/or completion.
5	Submissions	All submissions and inquiries shall be emailed to tr.icproposal@undp.org The subject line must be indicated as, REF: UNDP-TUR-EOI-ISG-2023-01
6	Documents	Submissions shall include Application Form (Attachment 2) and CV.
7	Validity period	All applications will be assumed to be valid until 31.12.2024, unless otherwise specifically noted by the applicant.
Evaluation and Award of Contract		
8	Step 1: Expression of Interest & Long listing	The applications (expression of interest) will be reviewed by a screening committee against the minimum requirements, defined in the attached generic terms of reference. Applicants meeting the minimum requirements (<u>pass/fail</u>) will be included in the roster. The screening process will be repeated on a monthly basis (or more frequently when needed) to review the incoming applications and expand the roster accordingly. <u>The outcome of the long-listing process is a roster of trainers and consultants/mentor meeting the minimum requirements of the generic terms of reference, categorized in accordance with the level, type and area(s) of expertise of the trainers and consultants.</u>
9	Step 2: Procurement Notice &	The management unit that will deploy IC/ICs will prepare specific Terms of Reference (ToR) for each assignment. Assignment-based specific terms of reference will include (a) specific set of required qualifications and (b) the level, type and

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	Short-listing	<p>area(s) of expertise required for fulfillment of the assignment.</p> <p>Assignment-based invitation will be sent to the consultants selected out of the roster, qualifications of whom meet the level, type and area(s) of expertise, identified in the relevant specific ToR.</p> <p>The invitees will be provided with the opportunity to update their CVs with a view to highlighting their qualifications and experiences that are most relevant to the requirements of the specific Terms of Reference.</p> <p>A short-listing committee will review and evaluate the proposal of candidates, based on the specific set of qualifications, indicated in the assignment-based specific terms of reference and price proposal.</p> <p>Only successful candidates will be contacted as a result of the process.</p>
10	Award Criteria	To be specified in the procurement notices.
Others		
11	Attachments	<p>Attachment 1: Generic Terms of Reference</p> <p>Attachment 2: Application Form</p> <p>Attachment 3: General Terms and Conditions</p>
<p>* All the applications will be received by email. UNDP will not assume any responsibility for any failure regarding transmission and/or receipt of emails. UNDP will not accept any liability and/or cannot be kept liable for not receiving email submissions that are rejected by its servers due to the excessive size of the email (e.g. larger than 10 MB), virus, spam etc. No phone inquiries will be accepted regarding receipt of applications.</p> <p>** The UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of an agreement without incurring any liability to the affected applicants. Only shortlisted candidates will be contacted.</p> <p>*** UNDP implements several projects and programmes, applications to this call for expression of interest will be considered for specific projects. Candidates to be long listed may not be automatically considered for other opportunities.</p>		

Attachment 1:		Generic Terms of Reference
1	Background	<p>UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.</p> <p>UNDP Türkiye's Inclusive and Sustainable Growth (ISG) portfolio aims to address structural issues critical to national competitiveness, paying full attention to inclusiveness and sustainability. ISG Portfolio is positioned to address structural economic problems, such as employment, productivity, competitiveness, innovation, the middle-income trap, multi-dimensional poverty, energy security and regional disparities, as well as challenges with social, environmental and economic repercussions, such as urbanization, depletion of natural resources, increased vulnerability to natural disasters, gender inequality etc.</p>
2	Purpose and Scope	<p>ISG Portfolio's work aims to contribute to eradicate regional disparities, to improve rural livelihoods, to enhance competitiveness, to increase employment, to support green growth and to boost entrepreneurship and innovation through collaborating with the Government, the civil society and the private sector. Through projects, stronger participation of women and youth in the economy is advocated.</p> <p>There are two programme areas within ISG Portfolio:</p> <ul style="list-style-type: none"> • Competitiveness and Economic Growth • Local Economic Development & Social Policies and Services <p>The trainers/consultants & mentors are to be involved in different short-term consultancy positions with regards to Competitiveness and Economic Growth Programme areas.</p>
3	Nature of Services and Areas of Expertise	<p><u>Trainers:</u></p> <p>In accordance with the above-listed programme areas (Section 2), the following assistance services will be procured from trainers on expertise areas concerning:</p> <p>Non-technical Trainings:</p> <ul style="list-style-type: none"> - Conflict Management - Teamwork - Time Management - Creative Thinking - Problem-solving & Decision-making - Creative Project Design - Design-focused Thinking <p>Technical Trainings:</p> <ul style="list-style-type: none"> - Innovation Management Capacity Development <ul style="list-style-type: none"> ○ Innovation awareness in the organization ○ Innovation Vision and Strategy, Goals and KPIs ○ Procedures for innovation activities ○ Monitoring innovation capacity and performance ○ Change management and innovation ambassadors.

		<ul style="list-style-type: none"> ○ Company-wide collaboration for innovation ○ Innovative transformation of intra-company HR policy ○ Boosting Intrapreneurship ○ Excelling in innovation partnerships ○ Innovation accounting - R&D Capacity Development <ul style="list-style-type: none"> ○ IPR Infringement, Application & Management ○ R&D and Industrial Design Lab Proposal Generation & Management ○ Molding a project proposal to TÜBİTAK 1501 and 1507 Programs ○ Molding a project proposal to EU Horizon Europe program - Sustainability <ul style="list-style-type: none"> ○ Awareness Raising on Sustainability and Introduction to ISO 14001: 2015 ○ Measuring your own Carbon Footprint ○ Crafting a Sustainability Report - Digitalization <ul style="list-style-type: none"> ○ Digital Transformation (Project Management) ○ Digital Maturity Evaluation ○ Commissioning and the use of ERP/MES Technologies ○ Digital Transformation Roadmap Creation ○ Data Management - Export Promotion Capacity Development <ul style="list-style-type: none"> ○ Conducting an Export Market Research ○ Grants Programs of the Ministry of Trade ○ New Generation Marketing ○ Market Development ○ Brand Management - Productivity <ul style="list-style-type: none"> ○ Continuous Amelioration (KAIZEN) and 5S ○ Lean Production ○ Dynamic Production ○ Provision and Purchasing ○ Logistics and Supply Chain Management ○ Value Chain Analysis - Management and Organization <ul style="list-style-type: none"> ○ Strategic Planning and Management ○ Human Resources Management ○ Feasibility Determination <p>Trainers will be expected to provide training to white-collar personnel in order to increase the competitiveness and innovation capacity of firms. The candidates are expected to have teaching experience in the aforementioned fields and must be able to support this experience with official documentation.</p> <p><u>Consultants & Mentors:</u></p> <p>In accordance with the above-listed programme areas (Section 2), the following assistance services will be procured from consultants and mentors on expertise areas concerning:</p> <ul style="list-style-type: none"> - R&D, Innovation and Design <ul style="list-style-type: none"> ○ Innovation Management ○ Intellectual Property Rights
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4	<p>General Required Qualifications and Experience</p>	<p><u>Trainers:</u></p> <p>To be long-listed an applicant must possess the following qualifications and experience:</p> <ul style="list-style-type: none"> ● Education: <ul style="list-style-type: none"> ○ Bachelor’s degree in the field of economics, administrative and social

		<p>sciences, engineering and other related fields.</p> <ul style="list-style-type: none"> • General Professional Experience: <ul style="list-style-type: none"> ○ A minimum of 10 years of general professional experience • Specific Professional Experience: <ul style="list-style-type: none"> ○ Provided trainings in some of the fields specified in Section 3. “Nature of Services and Areas of Expertise” of the Generic Terms of Reference ○ Experience in manufacturing industry on relevant areas ○ Lectured on some of the areas specified in Section 3. “Nature of Services and Areas of Expertise” of the Generic Terms of Reference, ○ Working Experience in/with international organizations some of the fields specified in Section 3. “Nature of Services and Areas of Expertise” of the Generic Terms of Reference, <p>(Note: obligatory military service, internships and experience gained prior to obtainment of a university degree is not considered professional experience)</p> <hr/> <p><u>Consultants & Mentors:</u></p> <p>To be long-listed an applicant must possess the following qualifications and experience:</p> <ul style="list-style-type: none"> • Education: <ul style="list-style-type: none"> ○ Bachelor’s degree in the field of economics, administrative and social sciences, engineering and other related fields. • General Professional Experience: <ul style="list-style-type: none"> ○ Minimum of 15 (fifteen) years of general professional experience, ○ Minimum of five years of experience in industry sector • Specific Professional Experience: <ul style="list-style-type: none"> ○ Working experience in/with international organizations in some of the areas specified in Section 3. “Nature of Services and Areas of Expertise” of the Generic Terms of Reference, ○ Working experience in automotive, white appliances, electronics, metal, defense industry, informatics sectors. ○ Experience in delivering consultancy and mentoring services <p>(Note: obligatory military service, internships and experience gained prior to obtainment of a university degree is not considered professional experience)</p>
5	Duration	Services will be delivered within 2023 and 2024.
6	Other Considerations	<p>The following matters, if applicable, will be specified in the specific Terms of Reference:</p> <ul style="list-style-type: none"> • Detailed description of task and duties of the consultants, • Detailed description of required qualifications and experience, Outputs to be delivered by the consultants and payment terms and conditions, • Timeframe and number of working/days to be invested by the consultants, • Duty station, • Place of work, • Logistical arrangements, • Facilities to be provided