

UNICEF in Turkey
Requirements for Financial Submission

Programme: Child Protection

Assignment Title:

Short term International Individual Consultancy on "Family Tracing and Reunification within Turkey: developing a guidance note on FTR"

(Ref: PRO/TURA/2019-N)

Purpose of the Assignment: The purpose of the task is on streamlining FTR processes for FTR actors, including NGOs such as the Turkish Red Crescent and UN agencies, including IOM and UNHCR. The second focus of this exercise is on developing guidance notes and a module on UASC for UNICEF NGO and government partners and, in particular, social workers of the MoFLSS.

Supervisor: Child Protection in Emergencies Specialist, UNICEF Turkey Country Office

TASKS		DELIVERABLES	PERSON/ DAYS REQUIRED	UNIT COST FOR A PERSON/ DAY	TOTAL COST for DELIVERABLE (TRY/USD)
Deliverables 1 and 2: FTR					
1	Briefing with the CP team, joint review of the TOR				
2	Desk-review of relevant documents & analysis of available data on FTR				
3	Preparation of questions and name list for consultations with FTR actors				
4	Consultation with key FTR actors				
5	Preparation of draft FTR guidance note, including key messages for advocacy	FTR guidance note and technical workshops for FTR actors			
6	A total of 2 one-day workshops with FTR actors				
7	Development of a document with key recommendations to improve the FTR process inside Turkey				
8	Preparation of the final guidance note (incorporating all feedback)				
INCIDENTAL COSTS (if applicable)		ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY/USD)
<i>For travel</i>					
<i>For accommodation</i>					
<i>For other costs</i>					
Deliverable 3: UASC module					
9	Desk review of key UASC standards and national legal framework				
10	Content lay out of module	One training module on UASC			
11	Final module (incorporating feedback)				

	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY/USD)
	For travel				
	For accommodation				
	For other costs				
Deliverable 4: Guidance note for early identification and safe screening of CP concerns					
12	Preparation of outline of note	Draft outline			
13	Consultations with key actors	Write up of consultation outcomes			
14	Draft guidance note and presentation of content	Draft guidance note			
15	Final guidance note (incorporating feedback)	Final note			
	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY/USD)
	For travel				
	For accommodation				
	For other costs				
TOTAL					
TOTAL COST FOR DELIVERABLES (TRY/USD):					
<i>Total Cost for Travel (TRY/USD) (if applicable):</i>					
<i>Total cost for Accommodation (TRY/USD) (if applicable):</i>					
<i>Total cost for other incidentals (TRY/USD) (if applicable):</i>					
TOTAL COST FOR INCIDENTALS (TRY/USD) (if applicable):					
GRAND TOTAL (TRY/USD):					
NOTES					
All fee rates must cover:					
- the remuneration actually paid to the experts concerned per person/ day					
- administrative costs of employing the relevant experts, such as relocation and repatriation expenses					
- expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultancy Company/Consultant					
- the margin, covering the Consultant's overheads, profit and backstopping facilities					
- Note that the input of experts must be given in full working days					

***Provision for incidental expenses:**

- All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced **on the basis of actual cost together with the supporting documents.**
- Any cost related to the payment of an incidental expenditure is included, such as bank charges.
- All incidental expenditure details should be provided separately,
- Travel, accommodation, other expenses will be reimbursed to the company on the basis of the actual costs and upon receipt of **the original invoice and relevant supporting documents.** Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.

Please do not forget to indicate the nature of the other costs (photocopy etc.) while submit your financial offer.