

UNICEF in Turkey
Requirements For Financial Submission

Programme: Child Protection

Assignment Title:
SHORT TERM NATIONAL INDIVIDUAL CONSULTANCY on “Review and Assessment of the Relevant Legislation, Policies and Reporting Channels for Sexual Exploitation and Abuse (SEA) Allegations in Turkey”

REF: PRO-TURA-2020-E

Purpose of the Assignment: The purpose of the assignment is to undertake a baseline review and assessment of the administrative and judicial legislation and policies, and to map out the existing reporting channels, available remedies and child-sensitive processes (including involvement of legal aid) on preventing and responding to cases of SEA in the country.

Supervisor: Child Protection Officer of UNICEF TCO

PROPOSED PAYMENT SCHEDULE					
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)
1.1	Inception meeting with the OI and UNICEF	<ul style="list-style-type: none"> Meeting minutes and action points (via e-mail) 			
	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
	<i>For travel</i>				
	<i>For accommodation</i>				
	<i>For other costs</i>				
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)
1.2	Part 1: Review and analyse the judicial and extra-judicial legislation, policies and procedures	<ul style="list-style-type: none"> Report on findings (ENG) 			
	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
	<i>For travel</i>				
	<i>For accommodation</i>				
	<i>For other costs</i>				
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)
1.3	Part 2: Review and analyse the administrative legislation, policies & procedures	<ul style="list-style-type: none"> Report on findings (ENG) 			

	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
	<i>For travel</i>				
	<i>For accommodation</i>				
	<i>For other costs</i>				
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)
1.4	Part 3: Review and analyse judicial (including civil/criminal law and supreme court judgements), extra-judicial and administrative jurisprudence (disciplinary decisions, decisions of the OI etc.) on SEA cases	<ul style="list-style-type: none"> Report on findings (ENG) 			
	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
	<i>For travel</i>				
	<i>For accommodation</i>				
	<i>For other costs</i>				
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)
1.5	Map out the reporting channels, procedural rules, safeguards, referral systems (both at the judicial and administrative level)	<ul style="list-style-type: none"> Process Flows (ENG) 			
	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
	<i>For travel</i>				
	<i>For accommodation</i>				
	<i>For other costs</i>				
TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)
1.6	Final report (overall assessment)	<ul style="list-style-type: none"> Final Report (ENG & TUR) 			
	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
	<i>For travel</i>				
	<i>For accommodation</i>				
	<i>For other costs</i>				

TASK		DELIVERABLE	ESTIMATED PERSON/ DAY	NAME AND DAILY FEES OF CONSULTANTS	TOTAL COST (TRY)
1.7	OVERARCHING TASK: Coordination meetings with UNICEF following each report and also when deemed necessary	<ul style="list-style-type: none"> Meeting minutes and action points (via e-mail) 			
	INCIDENTAL COSTS (if applicable)	ESTIMATED NUMBER OF TRAVEL/ACCOM.	NAMES OF CONSULTANTS	UNIT COST FOR A PERSON	TOTAL COST (TRY)
	<i>For travel</i>				
	<i>For accommodation</i>				
	<i>For other costs</i>				
TOTAL COST FOR DELIVERABLES (TRY):					
<i>Total Cost for Travel (TRY) (if applicable):</i>					
<i>Total cost for Accommodation (TRY) (if applicable):</i>					
<i>Total cost for other incidentals(TRY) (if applicable):</i>					
TOTAL COST FOR INCIDENTALS (TRY) (if applicable):					
GRAND TOTAL (TRY):					

NOTES
All fee rates must cover:
- <i>the remuneration actually paid to the experts concerned per person/ day</i>
- <i>administrative costs of employing the relevant experts, such as relocation and repatriation expenses</i>
- <i>expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultancy Company/Consultant</i>
- <i>the margin, covering the Consultant's overheads, profit and backstopping facilities</i>
- <i>Note that the input of experts must be given in full working days</i>

***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.