**UNICEF in Turkey**

**Requirements For Financial Submission**

Section: Planning Monitoring and Evaluation

Assignment Title:

National Individual Consultancy UNICEF Türkiye Coordinator of Child Profile Survey: Short Term Individual Consultancy

Purpose of the Assignment: The survey coordinator will mainly be responsible for facilitating the managerial, technical, and administrative work and coordinating the survey activities between UNICEF, Ministry of Family and Social Services (MoFSS), Turkish Statistical Institute (TURKSTAT), and other stakeholders especially a research institution facilitating the survey.

Supervisor: Chief of PME

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **TOTAL TIME FOR** |  |  | **UNIT COST FOR A** |  |  | **TOTAL COST for** |  |  |
|  | **TASKS/DELIVERABLES** |  |  |  |  | **PERSON \ Month** |  |  | **DELIVERABLES** |  |  |
|  |  |  | **CONSULTANT** |  |  |  |  |  |  |
|  |  |  |  |  |  | **(TRY)** |  |  | **(TRY)** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Monthly Progress Report of activities, describing activities undertaken during the month and highlighting problems met and solutions put in place to mitigate them |  |  |  |  |  |  |  |  |  |  |  |
|  | All meeting minutes with key decisions and action points as and when necessary |  |  |  |  |  |  |  |  |  |  |  |
|  | Field trip reports |  |  |  |  |  |  |  |  |
|  | Presentations and training materials used in trainings, workshops, and other meetings |  |  | 9 Months |  |  |  |  |  |
|  | Two child profile survey (CPS) narrative reports (Turkish report, Syrian Report) |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **NOTES** |  |  |  |  |
|  | **All fee rates must cover:** |  |  |  |  |  |  |  |  |  |  |  |
|  | - *the remuneration actually paid to the expert concerned per month* |  |  |  |  |



**Travel, accommodation and visa**

- *UNICEF will cover travel and accommodation costs arising from event organizations. Travel and accommodation expenses may only cover those items identified by UNICEF and shall not exceed the pre-determined limits of the daily allowances rate of UNICEF. Other costs related to administrative tools, communications, etc. shall be covered by the consultant.*