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| UNICEF Turkey |
| **Requirements for Financial Submission** |
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| **Programme:** Social Policy |
| **Assignment Title:** National Individual Consultant to review and refine existing Social Assistance Targeting and Assessment Tools used by Directorate General of Social Assistance of Ministry of Family and Social Services |
| **Purpose of the Assignment:** The purpose of this consultancy is to support UNICEF Turkey in increasing the shock-responsiveness and child-sensitivity of the social protection system at central and local levels |
| **Supervisor:** Caner Esenyel, UNICEF Turkey CO |

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| **TASKS** | **DELIVERABLES** | **TOTAL TIME FOR CONSULTANT** | **UNIT COST FOR A PERSON \DAY (TRY)** | **TOTAL COST for DELIVERABLE (TRY)** |
| 1- Preparing a report on the social protection and social assistance response of Turkey to Covid-19 | -The report and a presentation | 10 person days |  |  |
| 2-Review and mapping of the existing social assistance targeting tools used by DGSA | -Mapping and need/gap assessment report on the existing tools  -Reports, documentation, synthesis, and minutes of consultative meetings with DGSA, SASF, UNICEF and other relevant institutions (at least 05; in Turkish and English) | 15 person days |  |  |
| 3-Refine Social Assistance Targeting Criteria and tools | -Report on the refined process and recommendation for implementation  -A short report on validation workshop with key stakeholders (01; in Turkish and English) | 15 person days |  |  |
| 4-Develop targeting tools for the CCTE programme | -Set of targeting, beneficiary identification tools/questionnaires/templates and implementation guide (in Turkish and English) | 20 person days |  |  |
| ***TOTAL COST FOR DELIVERABLES (TRY):*** | |  |  |  |
| Three (3) domestic travels to different regions for consultation meetings with SASF staff |  |  |  |  |
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| ***TOTAL COST FOR INCIDENTALS (TRY):*** | | | |  |
| ***GRAND TOTAL (TRY):*** | | | |  |

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| **NOTES** |
| **Travel, accommodation and visa**   * *For all travel costs, economy class tickets shall be reimbursed.* * *Consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.* |
| **\*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 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.* |