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| UNICEF in Turkey |
| **Requirements For Financial Submission** |
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| Programme: Planning, Monitoring and Evaluation |
| Assignment Title:  **SHORT TERM INTERNATIONAL INDIVIDUAL CONSULTANCY**  **ON CONSULTANCY ON KNOWLEDGE MANAGEMENT STRATEGY DEVELOPMENT FOR**  **UNICEF TURKEY**  **REF: PME/TURA/2021-A** |
| Purpose of the Assignment:  The consultant will support the Turkey Country Office in developing the Knowledge Management Strategy. |
| Supervisor: Chief of PM&E, UNICEF Turkey Country Office. |

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| **TASKS** | **DELIVERABLES** | **TOTAL TIME FOR CONSULTANT** | **UNIT COST FOR A PERSON \DAY (USD)** | **TOTAL COST for DELIVERABLE (USD)** | |
| Desk review of all key documents and minutes. Mapping of KM interventions globally; connect with RO/HQ for guidance and advise as necessary. | Map existing KM generated and processes on management and use by UNICEF Country Office | 2 (remote) |  |  | |
| In consultation with key staff and focal persons on KM, collect data and analyse key priority areas which heavily support results for children in Turkey (as per the CPD) and the aligned SDGs (as per JWPs). | Online survey and consultation with UNICEF staff and selected  strategic and implementing partners | 2 (remote) |  |  | |
| Submit analysis for review and to prioritise valuable focus areas for KM Strategy development | Draft CO KM strategy with action plan based on priorities for 2022-  2023 | 3 (remote) |  |  | |
| Finalization after incorporation of comments | Final CO KM Strategy & Action plan | 1 (remote) |  |  | |
| ***TOTAL COST FOR DELIVERABLES (USD):*** | | 90 |  |  | |
| ***TOTAL COST FOR INCIDENTALS (USD):*** | | | | |  | |
| ***GRAND TOTAL (USD):*** | | | | |  | |

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| **NOTES** |
| **All fee rates must cover:** |
| *- the remuneration actually paid to the experts concerned per man/ 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 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 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.*