

SERVICE CONTRACT CALL

Ministry of Interior Disaster and Emergency Management Presidency (AFAD) will implement “Embedding Nature-Based Solutions into Disaster Risk Management to Strengthen the Resilience of Türkiye (Eco-DRR Türkiye)” Project, co-financed by the EU within the scope of the European Union Civil Protection Mechanism (UCPM) Single Country Grants Program for Disaster Risk Reduction.

This is a consultancy service contract call for the Project Team Leader and Project Administrative Coordinator. Project Team Leader and Project Administrative Coordinator will take part in the Project Management Team. A global price service contract will be signed with successful candidates for a certain period.

The implementation of the project will be carried out in AFAD HQ, Ankara. AFAD will provide a space in its HQ for consultants to work.

INFORMATION ABOUT THE PROJECT

Title: Embedding nature-based solutions into disaster risk management to strengthen the resilience of Türkiye (Eco-DRR Türkiye)

Grant Program: European Union Civil Protection Mechanism (UCPM) / Technical Assistance for Disaster Risk Management (Track-1)

Period: 24 Months (November 2023 – November 2025)

Justification: Human health and well-being as well as economic prosperity worldwide rely greatly on the structural and functional integrity of the ecosystems and the services and benefits these provide. Ecosystems which are in good or “healthy” conditions can provide long-term capacity for reducing or even avoiding disaster risks and their impacts along with building socioeconomic resilience of citizens and communities.

Ecosystem-based disaster risk reduction (Eco-DRR) is a nature-based solutions approach that systematically benefits from the features of ecosystems. Sustainable management, conservation, rehabilitation, and restoration of ecosystems all play a crucial role in reducing disaster risks as well as increasing societal and ecological systems’ resilience.

Türkiye is geographically located in a critical zone in terms of both natural and climate change-induced hazards. Moreover, its economic and industrial growth accelerates environmental degradation and destruction hence creating greater pressure on Türkiye’s ecosystems. Since these factors will exacerbate the disaster risks and their impacts, Türkiye’s key strategy is to include Eco-DRR solutions into its disaster risk management system to effectively manage all of these hazards, risks, and impacts.

The multidimensional linkages between disasters and ecosystems have been evidenced for decades in scientific work, but due to the poor science-policy interactions and public participation in pro-environmental behaviour, the role of ecosystems continues to be perhaps the most overlooked component of disaster risk reduction. Therefore, there is a need to make the value of ecosystem-based approaches more visible to decision-making processes at all levels. To implement these approaches,



there is also a need for technical capacity, multi-sectoral cooperation, multidisciplinary approaches, and collaboration of personnel from different technical specialities such as environmental engineers, regional planners, ecologists and disaster management specialists.

The Goal of the Project:

The Project aims to support decision-making processes to integrate ecosystem-based approaches into disaster risk reduction policies and strategies and to mainstream those approaches at the local, regional, and national levels by building understanding and evidence based on science and traditional knowledge that would show Eco-DRR is efficient and cost-effective.

The Objectives of the Project:

- Building understanding and scientific and community-based evidence by identifying Eco-DRR solutions in a selected pilot region
- Increasing local and national awareness of ecosystem-based disaster risk management
- Strengthening local, regional and national capacities for mainstreaming Eco-DRR

To fulfil the above purpose and objectives the Project is structured around three Components.

The Components of the Project:**Component 1: Developing Eco-DRR solutions in the pilot region**

- Selecting a pilot region to study the relationship between the ecosystems' condition and disaster risks (tools: disaster profile, ecosystem service indicators, hazard exposure, demographic data, field visits, local community interviews, geographic information systems, mapping tools, etc.)
- Identifying the existing natural hazards and the ecosystems' distribution/structural and functional integrity and their disaster risk reduction service capacity in the pilot region (tools: remote sensing tools, field studies, historical data, community information analysis etc.)
- Studying the impact of ecosystems' distribution and their conditions on disaster risks in the selected pilot region (tools: field surveys, remote sensing, GIS modelling, community-based knowledge etc.)
- Analysing and modelling exposure under different ecosystem management scenarios in the selected pilot region (tools: UN Opportunity Mapping Tool and other modelling tools)
- Developing a multi-stakeholder "Ecosystem-based Disaster Risk Reduction Action Plan" for the selected pilot region
- Preparing a study methodology report (Reporting the process of developing an ecosystem-based disaster risk management plan in the pilot region with the details of all tools and methods used in the study to guide possible future studies.



Component 2: Strengthening the local and national capacities for mainstreaming Eco-DRR

- Analysing the current relationship in Türkiye between disaster risk management and ecosystem management approaches (review of legislation, policies and strategies, regulations, focus group meetings, etc.)
- Drafting a roadmap toward integrating ecosystem management into disaster risk management for Türkiye (situation analysis outputs, focus group meetings, workshops, etc.)
- Organizing an international conference to exchange good practices and lessons learned
- Training for the local community and relevant stakeholders in the selected pilot region
- Conducting two Eco-DRR-related study visits to the EU Member States

Component 3: Raising Public Awareness about the Project and Eco-DRR

Printed, web-based and visual media materials will be produced to raise public awareness about the Project and the effectiveness of ecosystem services in disaster management.

- Holding an opening meeting
- Developing a communication strategy and action plan
- Launching a website and using social media accounts
- Producing a short video and other relevant visibility materials
- Organizing a closing conference to share all outputs of the project with all relevant actors.

WHO CAN APPLY

Self-employed experts of EU member states and participating states (Albania, Bosnia and Herzegovina, Iceland, Moldova, Montenegro, North Macedonia, Norway, Serbia, Türkiye, and Ukraine) of the EU Civil Protection Mechanism can apply.

JOB DESCRIPTION FOR TEAM LEADER

- Providing general and technical advisory support to the project management unit (PMU),
- Ensuring timely preparation, update and implementation of the Project work plan, and other related documents for timely commencement and implementation of the Project activities,
- Managing the successful implementation of all activities in line with the Project strategy,



- Overseeing day-to-day implementation of the Project
- Drafting necessary reports such as progress reports, quarterly reports, and final technical reports,
- Planning and coordinating Project related meetings, workshops, training etc.,
- Coordinating and supervising the work of the Administrative Coordinator, Project technical experts, consultants and subcontractors, including the preparation of the terms of reference for consultants, experts and subcontractors recruited under the Project, planning of Project activities and budget expenditures, activity scheduling, and reporting;
- Maintaining and building good relations with Project partners, contractors and stakeholders,
- Contributing to draft Project-related reports, documents and other publications,
- Reviewing technical reports written by other Project experts,
- Providing and collecting necessary information, feedback, and documentation related to the Project,
- Suggesting and/or proposing activity technical experts,
- Any other duties related to the nature of the job as requested by the Project managers.

Indicatively the Project Team Leader will do approximately 150 person-days of work during the project. It is expected that 40% of the work will take place at AFAD headquarters or the actual implementation of the activities.

CONDITIONS REQUIRED FOR APPLICATION AND RECRUITMENT OF TEAM LEADER

- University Bachelor's degree,
- Have a good command of English speaking and writing (C1 and above),
- Minimum of 10 years of professional working experience,
- Minimum 5 years of experience in disaster risk management or ecosystem management sectors,
- Experience in ecosystem management (asset),
- Experience in ecosystem-based disaster risk management studies (asset),
- Minimum 3 years of experience as Team Leader and/or managerial position in the implementation of the project(s) / action(s) under EU Programmes,



- Competence with reporting and financial management in EU-supported project(s) / action(s),
- Strong presentation, documentation and reporting capabilities,
- Being suitable for domestic and international travel conditions,
- Excellent computer literacy,
- Civil servants or other staff of the public administrations may not apply to the call

JOB DESCRIPTION FOR ADMINISTRATIVE COORDINATOR

- Providing administrative and financial management support to the project management unit (PMU),
- Ensuring timely implementation of the Project work plan, and other related documents for timely commencement and implementation of the Project activities,
- Supporting the PMU and the Team Leader in the successful implementation of all activities in line with the Project strategy,
- Carrying out the organizational works of events such as meetings, workshops, study visits, conferences and training,
- Recording minutes of the meetings when required,
- Carrying out correspondence related to the Project when necessary,
- Preparing documents related to procurement processes and monitoring the Project budget expenditures under the grant agreement,
- Ensuring that hard copy and electronic record files as required are maintained in good order,
- Maintaining an accurate filing system for Project letters, reports, etc.,
- Managing the information management process within the Project,
- Maintaining and building good relations with Project partners, contractors and stakeholders,
- Any other duties related to the nature of the job as requested by the Project managers.

Indicatively the Administrative Coordinator will do approximately 200 person-days of work during the project. It is expected that 50% of the work will take place at AFAD headquarters or the actual implementation of the activities.



CONDITIONS REQUIRED FOR APPLICATION AND RECRUITMENT FOR ADMINISTRATIVE COORDINATOR

- University Bachelor's degree, (administrative degree preferred)
- Have a good command of English speaking and writing (C1 and above),
- Minimum 5 years of professional working experience,
- Minimum 1 year of experience in administrative and financial roles/positions in the implementation of the project(s)/action(s) under EU Programmes,
- Competence with reporting and financial management in EU-supported project(s)/action(s),
- Strong documentation and reporting capabilities,
- Having the capability to organize events such as meetings, workshops, study visits, conferences and training,
- Knowledge/experience in tendering and procurements processes in Türkiye under EU-funded programmes/projects,
- Knowledge/experience in fulfilling the conditions of EU-funded Grant Agreements (asset)
- Strong communication skills,
- Suitable for domestic and international travel conditions,
- Excellent computer literacy

APPLICATION METHOD and DEADLINE

Applications will be made via e-mail to the ecodrr@afad.gov.tr address. The documents requested in the application will be attached to the e-mail by naming the file names in a way that characterizes the content of the document. The e-mail address used by applicants will be considered the official contact address.

If necessary, AFAD may request physical copies of the application documents from the applicants. Applicants are responsible for providing physical copies of the documents. AFAD does not accept any responsibility for documents or e-mails that are not received.

Applications will be made until Friday, November 17, 2023, at 18.00 Türkiye time. Applications (and/or incomplete application documents) that have not arrived at the ecodrr@afad.gov.tr e-mail address by this time will not be taken into consideration.



REQUIRED APPLICATION DOCUMENT

1. Application form attached to the call (original signed and scanned)
(The form includes personal information, application statement, CV, references and letter of intent)

EVALUATION OF THE APPLICANTS

A shortlist will be created as a result of the preliminary evaluation. Preliminary evaluation will be done by the selection committee on the application forms.

Online or face-to-face interviews will be held with shortlisted applicants.

The final evaluation will be based on 80% technical and 20% financial evaluations.

CANCELLATION OF SERVICE CONTRACT CALL AND SERVICE CONTRACT

Ministry of Interior Disaster and Emergency Management Presidency may withdraw the service contract call, make changes, and cancel the call and service contract at any stage when deemed necessary, without any conditions. This situation does not create rights or consequences for the applicants.

NATURE OF CONTRACT

Global price. Consultancy Service Procurement Contract for a certain period.

The applicant will sign a service contract and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.

Payments will be made in 8 equal instalments within a 24-month implementation period, upon acceptance of the specified reports/completion of activities.

