

CALL FOR CONSULTANCY AGREEMENT

The project “Making Industrial Organizations Disaster-resilient by Concept of Business Continuity Management: Marmara Region Implementation (RESMAR)” is jointly financed by the Ministry of Interior Disaster and Emergency Management Presidency (AFAD) and the EU within the scope of the European Union Civil Protection Mechanism (UCPM) Disaster Risk Reduction Single Country Grant Program.

The implementation of the project will be carried out at the AFAD Presidency in Ankara and in the provinces of the Marmara Region. AFAD will provide a space in the Presidency for the consultants to work.

This is a call for a consultancy contract for a Natural Disasters Expert, Business Continuity Expert, Technological Disasters Expert, Climate Change Adaptation Expert, Project Assistant and Financial Expert. A globally priced service contract will be signed with the successful candidates for a certain period of time.

1. INFORMATION ABOUT THE PROJECT

Title: Making Industrial Organizations Disaster-resilient by Concept of Business Continuity Management: Marmara Region Implementation (RESMAR)

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

Project Completion Date: December 31, 2025

Justification:

In the event of a disaster, economic life is interrupted and may even come to a standstill depending on the magnitude of the disaster and the damage it causes. For this reason, it is important to increase the resilience of industrial establishments and ensure that they are prepared before a possible disaster. In order for industrial establishments to continue their activities, it is possible to protect themselves from all kinds of threats and dangers by preparing business continuity plans in advance.

Organized Industrial Zones (OSB) have a very important place for Türkiye's economic independence with both their economic size and the workforce they create. The failure of OIZs to provide value-creating products and services after any interruption may affect the participating companies and their employees



as well as have serious consequences on a regional and national scale. Therefore, the continuity of the value-creating products and services offered by OIZs after any interruption should be ensured. This can be achieved by accepting, implementing and maintaining business continuity management systems and plans in OIZs, and by each OIZ preparing its own business continuity plan and following these plans as living documents. The necessity of creating a risk culture and raising awareness on this issue before planning business continuity management should be adopted by both superiors and employees. In order to be prepared for unexpected situations, roles and responsibilities should be determined, and business continuity management should be carried out with cooperation and participation.

AFAD experts and engineers have experience in disaster risk management, national, EU and international project management and preparation of business continuity plans. To manage the project in line with its purpose, achieve its specific objectives, obtain the desired results from the project and maintain the project and project partner relations, an experienced Natural Disasters Expert, Business Continuity Expert, Technological Disasters Expert, Climate Change Adaptation Expert, Project Assistant and Financial Expert are needed.

Project Purpose:

To increase the resilience, technical/institutional/administrative capacity and awareness of industrial establishments in the Marmara Region against possible disasters.

Project Goals:

This project also envisages the following three specific objectives:

- To increase the resilience of industrial establishments in the Marmara Region against possible disasters with the Business Continuity Management System and Business Continuity Plans,
- To increase technical and administrative capacities and awareness
- To facilitate the sharing of good practices

In order to fulfill the above objectives and specific objectives, the RESMAR project is structured around three components.

Component 1: Implementation Phase

Component 2: Training Phase

Component 3: Dissemination Phase of Good Practice

Project Components:

In Component 1, current laws and practices will be reviewed and practices (Business Continuity Plans,



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Business Impact Analysis of OIZs, etc.) will be carried out in selected OIZs. In Component 2, training will be provided to selected project participants. Workshops will also be organized. In Component 3, visibility of project practices and good practices will be ensured on the web, social media and the academic community.

Component 1: Implementation Phase

Activity 1.1 Opening Meeting

Activity 1.2 Determining the OIZs to be worked on with stakeholders

Activity 1.3 Review of National and International Legislation, Plans and Good Practices

Activity 1.4 Conducting Business Impact Analysis of OIZs

Activity 1.5 Testing AFAD-EKA (AFAD Industrial Accident Impact Area Modeling Software) in OIZs and Comparing Modeling Results with Other Software

Activity 1.6 Preparing Business Continuity Plans of OIZs

Activity 1.7 Preparing Project Results and Recommendations Report

Component 2: Training Phase

Activity 2.1 Providing Business Continuity Institute (CBCI) Training Certificate to AFAD personnel

Activity 2.2 Study Visit to an EU Member State

Activity 2.3 Training on Business Impact Analysis and Business Continuity Plans Preparation of the Document

Component 3: Dissemination of Good Practices Phase

Activity 3.1 Developing a Communication Strategy and Action Plan

Activity 3.2 Creating the Project Website and Social Media Accounts

Activity 3.3 Preparing a Short Video and Other Relevant Visibility Materials

Activity 3.4 Preparing an Academic Article for Publication in a Journal

Activity 3.5 Preparing a New Project Proposal Document

Activity 3.6 Closing Meeting and International Panel to Share Project Outputs with Stakeholders

2. WHO CAN APPLY

Experts from EU member states and EU Civil Protection Mechanism participating countries (Albania, Bosnia and Herzegovina, Iceland, Moldova, Montenegro, North Macedonia, Norway, Serbia, Türkiye and Ukraine) can apply.

3. JOB DEFINITIONS

3.1 JOB DEFINITION FOR NATURAL DISASTERS EXPERT

- Within the scope of Activity No. 1.4, to conduct the process in the field of natural disasters in the preparation of business impact analyses of OIZs. To work jointly and in harmony with the Business



Continuity Expert and Team Leader,

- Within the scope of Activity No. 1.6, to conduct the process in the field of natural disasters in the preparation of business continuity plans of OIZs. To work jointly and in harmony with the Business Continuity Expert and Team Leader,
- Within the scope of Activity No. 1.7, to work jointly and in harmony with the Team Leader in the preparation of the project final report,
- Within the scope of Activity No. 3.4, to work in cooperation and harmony with the Business Continuity Expert under the coordination of the Team Leader for the preparation of an academic article,
- To work in cooperation and harmony with the Team Leader in the preparation of a new project document within the scope of Activity No. 3.5,
- To work in cooperation and harmony with the Communications Expert and the Team Leader in project communication activities,
- To work in cooperation with the Team Leader for the timely delivery of project outputs,
- To work in cooperation with the Team Leader in the preparation of necessary reports such as progress reports, quarterly reports and final technical reports,
- To participate in Project Steering Committee (PSC), Project Management Unit (PMU) meetings, other relevant meetings, workshops, trainings, etc.,
- To contribute to the provision and collection of necessary information, feedback and documentation regarding the project,
- Other tasks related to the nature of the work requested by project managers.

The Natural Disasters Expert will work approximately 200 working days during the project. 40% of the work is expected to take place at AFAD headquarters or in the actual implementation of the activities.

3.2 JOB DESCRIPTION FOR BUSINESS CONTINUITY EXPERT

- Within the scope of Activity 1.3, to conduct the process in the field of scanning business continuity legislation, plan, good practices, and updating the guide,
- Within the scope of Activity 2.1, to support the Team Leader and Technical Advisor in BCI training,
- Within the scope of Activity 2.2, to support the Team Leader and Technical Advisor in the study visit to the EU member state,
- Within the scope of Activity 2.3, to conduct the process of preparing business impact analysis and business continuity plan training documents. Working jointly and harmoniously with Project Experts and Team Leader,
- Within the scope of Activity No. 3.4, to work in cooperation and harmony with the Business



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Continuity Expert under the coordination of the Team Leader for the preparation of an academic article,

- To work in cooperation and harmony with the Team Leader in the preparation of a new project document within the scope of Activity No. 3.5,
- To work in cooperation and harmony with the Communications Expert and the Team Leader in project communication activities,
- To work in cooperation with the Team Leader for the timely delivery of project outputs,
- To work in cooperation with the Team Leader in the preparation of necessary reports such as progress reports, quarterly reports and final technical reports,
- To participate in Project Steering Committee (PSC), Project Management Unit (PMU) meetings, other relevant meetings, workshops, trainings, etc.,
- To contribute to the provision and collection of necessary information, feedback and documentation regarding the project,
- Other tasks related to the nature of the work requested by project managers

The Business Continuity Expert will work approximately 220 working days during the project period. 40% of the work is expected to take place at AFAD headquarters or in the actual implementation of the activities.

3.3 JOB DESCRIPTION FOR TECHNOLOGICAL DISASTERS EXPERT

- Within the scope of Activity No. 1.4, to conduct the process in the field of technological disasters in the preparation of business impact analyses of OIZs, to work jointly and in harmony with the Business Continuity Expert and Team Leader,
- Within the scope of Activity No. 1.5, to conduct the process of testing the AFAD EKA industrial accident impact area modeling software in OIZs,
- Within the scope of Activity No. 1.6, to conduct the process in the field of technological disasters in the preparation of business continuity plans of OIZs, to work jointly and in harmony with the Business Continuity Expert and Team Leader,
- Within the scope of Activity No. 1.7, to work jointly and in harmony with the Team Leader in the preparation of the project final report,
- Within the scope of Activity No. 3.4, to work in cooperation and harmony with the Business Continuity Expert under the coordination of the Team Leader for the preparation of an academic article,
- To work in cooperation and harmony with the Team Leader in the preparation of a new project document within the scope of Activity No. 3.5,



- To work in cooperation and harmony with the Communications Expert and the Team Leader in project communication activities,
- To work in cooperation with the Team Leader for the timely delivery of project outputs,
- To work in cooperation with the Team Leader in the preparation of necessary reports such as progress reports, quarterly reports and final technical reports,
- To participate in Project Steering Committee (PSC), Project Management Unit (PMU) meetings, other relevant meetings, workshops, trainings, etc.,
- To contribute to the provision and collection of necessary information, feedback and documentation regarding the project,
- Other tasks related to the nature of the work requested by project managers

The Technological Disaster Expert will work approximately 220 working days during the project period. 40% of the work is expected to take place at AFAD headquarters or in the actual implementation of the activities.

3.4 JOB DESCRIPTION FOR CLIMATE CHANGE ADAPTATION EXPERT

- Within the scope of Activity No. 1.4., to conduct the process in the field of adaptation to climate change in the preparation of business impact analyses of OIZs, to work jointly and harmoniously with the Business Continuity Expert, Natural Disasters Expert, Technological Disasters Expert and Team Leader,
- Within the scope of Activity No. 1.6., to conduct the process in the field of adaptation to climate change in the preparation of business continuity plans of OIZs, to work jointly and harmoniously with the Business Continuity Expert, Natural Disasters Expert, Technological Disasters Expert and Team Leader,
- Within the scope of Activity No. 1.7., to work jointly and harmoniously with the Team Leader in the preparation of the project final report,
- Within the scope of Activity No. 3.4, to work in cooperation and harmony with the Business Continuity Expert under the coordination of the Team Leader for the preparation of an academic article,
- To work in cooperation and harmony with the Team Leader in the preparation of a new project document within the scope of Activity No. 3.5,
- To work in cooperation and harmony with the Communications Expert and the Team Leader in project communication activities,
- To work in cooperation with the Team Leader for the timely delivery of project outputs,
- To work in cooperation with the Team Leader in the preparation of necessary reports such as



progress reports, quarterly reports and final technical reports,

- To participate in Project Steering Committee (PSC), Project Management Unit (PMU) meetings, other relevant meetings, workshops, trainings, etc.,
- To contribute to the provision and collection of necessary information, feedback and documentation regarding the project,
- Other tasks related to the nature of the work requested by project managers

The Climate Change Adaptation Expert will work approximately 160 working days during the project period. 40% of the work is expected to take place at AFAD headquarters or in the actual implementation of the activities.

3.5 JOB DESCRIPTION FOR FINANCIAL EXPERT

- To monitor the financial aspects of the project in accordance with Turkish and EU rules, to monitor and report on the relevant processes,
- To work jointly and harmoniously with the Project Team Leader,
- To work jointly and harmoniously with the Communications Expert and Team Leader in project communication activities,
- To work in harmony with the Team Leader for the timely delivery of project outputs,
- To work in harmony with the Team Leader in the preparation of necessary reports such as progress reports, quarterly reports and final technical reports,
- To participate in Project Steering Committee (PSC), Project Management Unit (PMU) meetings, other relevant meetings, workshops, trainings, when necessary,
- To contribute to the provision and collection of necessary information, feedback and documentation regarding the project,
- Other tasks related to the nature of the work requested by project managers.

The financial expert will work approximately 50 working days during the project. 60% of the work is expected to take place at AFAD headquarters.

3.6 JOB DESCRIPTION FOR PROJECT ASSISTANT

- Work under the supervision of the Project Team Leader,
- Follow up on the project and project activities,
- Support the Team Leader in conducting relations with stakeholders,



- Conduct necessary correspondence with stakeholders and the EU in the project,
- Keep project meeting minutes,
- Follow up on project reports and outputs,
- Secretariat of meeting processes to be held in OIZs,
- Organize necessary accommodation and travel for all kinds of meetings, especially meetings to be held in OIZs,
- Provide English translation support, when necessary,
- Work jointly and harmoniously with the Communication Expert and Team Leader in project communication activities,
- Work in harmony with the Project Team Leader to ensure timely delivery of project outputs,
- Follow up on the preparation of necessary reports such as progress reports, quarterly reports and technical reports,
- Participate in Project Steering Committee (PSC), Project Management Unit (PMU) meetings, other relevant meetings, workshops, trainings, take notes and report,
- Provide and collect necessary information, feedback and documentation related to the project
Contribute,
- Other tasks related to the nature of the work requested by the project managers.

The Project Assistant will work approximately 220 working days during the project. It is expected that 40% of the work will take place at AFAD headquarters or in the actual implementation of the activitiesProjenin ve proje faaliyetlerinin takibini yapmak,

4. CONDITIONS REQUIRED FOR APPLICATION AND RECRUITMENT

4.1 REQUIRED CONDITIONS FOR NATURAL DISASTERS EXPERT

- Having an academic career is an advantage,
- Good command of English (B2 and above),
- At least 3 years of experience in the field of natural disaster risk management (Diversity among disaster types is an advantage),
- Strong presentation, documentation and reporting skills,
- Suitable for domestic and international travel conditions,
- Able to analyze natural disaster vulnerability, hazard, exposure, loss and risk at the OIZ scale
- Knowledgeable about physical vulnerability curves,
- Proficient in current technological developments, databases, disaster information systems and methodologies in the field of natural disasters,



- Proficient in national legislation on natural disasters,
- Ability to perform spatial data analysis and create risk maps using GIS software,
- Ability to interpret statistical data,
- Ability to create, simulate and predict possible outcomes of disaster scenarios,
- Critical Infrastructure Analysis: Ability to assess the resilience of infrastructures against risks and determine critical points,
- Multiple disaster hazard and risk analysis, applications, models, systems, knowledge and experience of the tools,
- Having an approach that takes into account existing EU projects (such as <https://www.cmine.eu/topics/35391/page/projects> <https://www.paratus-project.eu/stakeholder-hub/>)

4.2 REQUIREMENTS FOR BUSINESS CONTINUITY EXPERT

- Having an academic career is preferred,
- Good command of English speaking and writing (B2 and above),
- At least 3 years of experience in disaster risk management, environmental sector, industrial development sector or business continuity management,
- Strong presentation, documentation and reporting skills,
- Suitable for domestic and international travel conditions,
- Knowledge of current developments, legislation and good practices in Business Continuity and Business Impact Analysis,
- Critical Infrastructure Analysis: Ability to assess the resilience of critical infrastructures against risks in line with EU Directives and to determine critical points,
- Knowledge and experience on national and international legislation including ISO 22301, ISO 31000,
- Knowledge on internationally valid business continuity trainings,
- Ability to create, simulate and predict possible outcomes of disaster scenarios,
- Ability to interpret and analyze statistical data,
- Ability to knowledge and experience in risk analysis, applications, models, systems, tools,
- Having an approach that takes into account existing EU projects (such as <https://www.cmine.eu/topics/35391/page/projects> <https://www.paratus-project.eu/stakeholder-hub/>).

4.3 REQUIREMENTS FOR TECHNOLOGICAL DISASTER EXPERT

- Having an academic career is preferred,
- Good command of English speaking and writing (C1 and above),
- At least 3 years of experience in the field of technological disaster risk management,
- Strong presentation, documentation and reporting skills,
- Suitable for domestic and international travel conditions,
- Ability to calculate, model and simulate the impact area, hazard and risk of industrial accidents, knowledge of the methodologies and algorithms used,
- Experience in simulating possible scenarios of accidents and predicting their results,
- Ability using of ALOHA, TNO Effecst, Risk Curve etc. softwares,
- Have knowledge of legislation and international developments and current technologies related to technological disasters,
- Have the ability to analyze spatial data and create risk maps using GIS software,
- Have the necessary knowledge and equipment for algorithms (fire, explosion and toxic dispersion algorithms),
- Have knowledge about simulating, modeling and mapping risks of NATECH events (<https://rapidn.jrc.ec.europa.eu/> : reference),
- Have knowledge and experience in multi-disaster hazard and risk analysis, applications, models, systems and tools,
- Have an approach that takes into account existing EU projects (such as <https://www.cmine.eu/topics/35391/page/projects> <https://www.paratus-project.eu/stakeholder-hub/>).

4.4 REQUIREMENTS FOR CLIMATE CHANGE ADAPTATION EXPERT

- Having an academic career is preferred,
- Good command of English speaking and writing (C1 and above),
- At least 5 years of experience in the field of climate change adaptation,
- Strong presentation, documentation and reporting skills,
- Suitable for domestic and international travel conditions,
- Knowledge and experience in climate-related disasters (flood, heavy rain, heavy wind, etc.) hazard and risk analysis, applications, models, systems, tools,
- Knowledge of GIS and programming,
- Knowledge of creating climate scenarios,
- Participated in climate change adaptation studies and knowledgeable,



- Knowledgeable in multi-disaster hazard and risk analyses and knowledgeable in the relevant natural disaster and technological disaster expert in these fields about the negative/positive contribution of climate change to disaster risk as a disaster drive factor.

4.5 REQUIREMENTS FOR FINANCIAL EXPERT

- University Bachelor's degree,
- Good command of English (B2 and above),
- At least 3 years of professional work experience,
- Competence in financial management in EU-supported project(s) / action(s),
- Experience in financial management in the implementation of project(s) / action(s) within the scope of EU Programs,
- Strong presentation, documentation and reporting skills,
- Suitable for domestic and international travel conditions,

4.6 REQUIREMENTS FOR PROJECT ASSISTANT

- University Bachelor's degree, preferably a master's degree
- Good command of English (C1 and above),
- At least 5 years of professional work experience,
- Preferably having experience working in the environment and/or disaster sector,
- Management and/or coordination of projects in the implementation of project(s) / action(s) within the scope of EU Programs Having experience in working on the subjects,
- Having strong presentation, documentation and reporting skills,
- Suitable for domestic and international travel conditions.

APPLICATION METHOD and DEADLINE

The application is not a subcontractor service procurement application. Applications will be made by real persons via e-mail to resmar@afad.gov.tr. The documents requested in the application will be attached to the e-mail by naming the file names in a way that qualifies the content of the document. The e-mail address used by the applicants will be accepted as the official communication address.

If necessary, AFAD may request physical copies of the application documents from the applicants. Applicants are obliged to provide 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 18:00 Türkiye time on Friday, November 29, 2024. Applications that do not reach the resmar@afad.gov.tr e-mail address by this time (and/or missing application documents) will not be evaluated.

REQUIRED APPLICATION DOCUMENTS

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 APPLICANTS

A shortlist will be created as a result of the preliminary evaluation. The preliminary evaluation will be made by the selection committee based on the application forms.

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

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

CONSULTANCY CONTRACT CANCELLATION CALL AND SERVICE CONTRACT

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

CONTRACT NATURE

Global price. Consultancy Contract for a fixed period.

The applicant will sign a service contract and must be in a freelance status.

It will be the sole responsibility of the applicant to comply with all legal requirements for freelance work and to pay all relevant taxes and duties.

Payments will be made in 5 equal installments upon acceptance of the specified reports/completion of the activities.

In case of extension of the project period, the contract terms continue within the framework of the provisions of this contract.

APPENDIX: SUMMARY OF PROJECT AND ACTIVITIES

In addition to loss of life after disasters and emergencies, economic life is also interrupted on a local or national scale. Depending on the magnitude and duration of the interruption, irreversible or difficult economic consequences may be encountered in service and product provider organizations of economic life. The failure of Organized Industrial Zones (OSBs), which have an important place in our country's economy, to provide value-creating products and services after any interruption may have serious consequences on a regional and national scale. For this reason, the continuity of the products and services offered by OIZs must be ensured after any interruption. This can be achieved by implementing business continuity management systems and plans in OIZs. With the “Making Industrial Organizations Disaster-resilient by Concept of Business Continuity Management: Marmara Region Implementation (RESMAR)” project, which was awarded with a grant by the European Union Civil Protection Mechanism (UCPM), the Business Continuity Plans of selected OIZs in the Marmara Region will be prepared and the resilience of these industrial organizations against possible disasters and their technical/institutional/administrative capacity and awareness will be increased.

The project is structured around 3 components (Implementation, Training and Dissemination of Good Practices) and 16 actions.

Title: Making Industrial Organizations Disaster-resilient by Concept of Business Continuity Management: Marmara Region Implementation (RESMAR)

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

Project Purpose: To increase the resilience, technical/institutional/administrative capacity and awareness of industrial establishments in the Marmara Region against possible disasters.

Project Goals:

This project also envisages the following three specific objectives:

- To increase the resilience of industrial establishments in the Marmara Region against possible disasters with the Business Continuity Management System and Business Continuity Plans,
- To increase technical and administrative capacities and awareness
- To facilitate the sharing of good practices

In order to fulfill the above objectives and specific objectives, the RESMAR project is structured around three components.

Component 1: Implementation Phase

Component 2: Training Phase

Component 3: Dissemination Phase of Good Practice



Component 1: Implementation Phase

Activity 1.1 Opening Meeting

Activity 1.2 Determining the OIZs to be worked on with stakeholders

Activity 1.3 Review of National and International Legislation, Plans and Good Practices

Activity 1.4 Conducting Business Impact Analysis of OIZs

Activity 1.5 Testing AFAD-EKA (AFAD Industrial Accident Impact Area Modeling Software) in OIZs and Comparing Modeling Results with Other Software

Activity 1.6 Preparing Business Continuity Plans of OIZs

Activity 1.7 Preparing Project Results and Recommendations Report

Component 2: Training Phase

Activity 2.1 Providing Business Continuity Institute (CBCI) Training Certificate to AFAD personnel

Activity 2.2 Study Visit to an EU Member State

Activity 2.3 Training on Business Impact Analysis and Business Continuity Plans Preparation of the Document

Component 3: Dissemination of Good Practices Phase

Activity 3.1 Developing a Communication Strategy and Action Plan

Activity 3.2 Creating the Project Website and Social Media Accounts

Activity 3.3 Preparing a Short Video and Other Relevant Visibility Materials

Activity 3.4 Preparing an Academic Article for Publication in a Journal

Activity 3.5 Preparing a New Project Proposal Document

Activity 3.6 Closing Meeting and International Panel to Share Project Outputs with Stakeholders

COMPONENT 1: IMPLEMENTATION PHASE***Activity 1.1 Opening Meeting***

An opening meeting will be held in Ankara to present the project, its activities, goals and results to AFAD, relevant stakeholders and institutions, OIZs, the EU Delegation to Türkiye and the ECHO General Directorate. The meeting will be attended by at least 70 people from relevant institutions and stakeholder organizations.

Outputs:

- One-day opening meeting for 70-150 participants
- Press release note (English and Turkish)

Activity 1.2 Determining the OIZs to be worked on with stakeholders

In the Marmara Region there are 75 OIZs (Bursa:16, İstanbul:8, Edirne: 1, Kırklareli:3, tekirdağ:13, yalova: 2, çanakkale:2, kocaeli: 13, bilecik:6, balıkesir:5 and Sakarya:6). Among these OIZs, the OIZs that will work on the project will be selected jointly with the stakeholders, especially the Ministry of Industry and Technology and OSBÜK. Face to face and online meetings will be made with stakeholders to identify OIZS to be studied in project. To identify OIZs also visits will be made to the Marmara Region.

Outputs:

- List of selected OIZs to be worked on within the scope of the project (English and Turkish)
- Activity report (English and Turkish)



Activity 1.3 Review of National and International Legislation, Plans and Good Practices

With the Business Continuity Plans Pilot Study (BCP Project) in 2020 it was prepared “BCP Preparation and Implementation Manual” for using in the Organized Industrial Zones. This manual prepared by the Disaster and Emergency Management Presidency is a groundbreaking document for our country's economy to be resistant to disasters, to recover in a short time after possible devastating effects, and to ensure the sustainability of economic life. In addition, it is important in terms of being the first manual prepared for OIZs in Türkiye. It is essential keeping this manual up-to-date. It is extremely important that the manual is used as a reference document suitable for all OIZs to prepare "Business Continuity Plans" in accordance with their own dynamics.

Within the scope of this activity, national and international legislation, plans and good practices will be reviewed together with this manual. Corrections and changes will be made in this manual where necessary. Face to face and online meetings, workshops may be made with stakeholders in this activity where it is necessary.

Outputs:

- Revised “BCP Preparation and Implementation Guide” (English and Turkish)
- An Activity report (English and Turkish)

Activity 1.4 Conducting Business Impact Analysis of OIZs

A business impact analysis is performed on how long and to what extent potential disasters and emergencies affect a business. This also applies to OIZs. Therefore, in each OIZ, how long and to what extent natural disasters, technological disasters (industrial accidents only) and Natech affect OIZs will be calculated. In this assessment, national and international disaster databases, disaster hazard and risk maps, disaster information systems, industrial accident impact area modeling software such as ALOHA (US EPA software), TNO-Effects will be used. Workshops will be organized with managers, engineers, technicians, other responsible personnel of the businesses in OIZs and representatives of the infrastructure from which the OIZ receives service. Representatives of the Ministry of Industry and Technology and OSBÜK will also be invited to the workshops. At least one face-to-face workshop will be organized for 1 or 2 days in each OIZ. Online meetings can also be held if deemed necessary.

Outputs:

- Business Impact Analysis Report of OIZS (One report per OIZ)
- One Activity Report (in English and Turkish)

Activity 1.5 Testing AFAD-EKA (Industrial Accident Impact Area Modelling Software of AFAD) in OIZs and Comparison of Modelling Results with Other Softwares

In order to calculate possible fire, explosion and toxic dispersion areas by industrial accidents, the literature gives us some quantitative accident models. There are already a number of internationally accepted softwares that are based on these accident models and provides convenience to the user. “National Industrial Accidents Impact Area Modeling Software (AFAD-EKA)” was developed by the Disaster and Emergency Management Presidency. AFAD-EKA, with its windows-based user-friendly interface, enables the modeling of chemical substances in gas, liquid and liquefied gas phases, with scenarios of release, explosion, fire and atmospheric dispersion with twenty different models and determining the possible physical effects and consequences of industrial accidents. AFAD-EKA is currently in the trial phase.

With this activity, AFAD EKA software will be tested in enterprises located in OIZs and the modeling results will be compared with the results of other software such as Aloha and TNO Effects.

Outputs:

- An Activity report (English and Turkish)

Activity 1.6 Preparation of Business Continuity Plans of OIZs

The next step after the business impact analysis reports were prepared for each OIZ is to prepare a business continuity plan for each OIZ. Business Continuity Plans will include at least the following:

- ☐ Law and Standards
- ☐ General information about OSB
- ☐ Geological, geomorphological, hydraulic features and climate information of the OIZ
- ☐ Natural and technological (human-made) disaster hazard information of the OIZ environment
- ☐ Disasters and emergencies that have occurred in the past around the OIZ
- ☐ Information on disaster/emergency response organizations around the OIZ
- ☐ Information about the infrastructure (wastewater, water, electricity, natural gas, health, safety, etc.) that are serviced to OIZ
- ☐ Information and general characteristics of the participating companies within the OIZ
- ☐ Duties and responsibilities within the OSB
- ☐ Determination of business continuity team and responsibilities / team contact information / business continuity team organization chart
- ☐ Determination of business continuity strategies
- ☐ Creation of risk scenarios (with information and data from Business Impact Analysis)
- ☐ Determination of business recovery strategies
- ☐ Information of materials and tools
- ☐ Determination of communication strategies and procedures
- ☐ Information of vital records / backups / information technology management

Workshops will be held with managers, engineers, technicians, other responsible personnel of enterprises in OIZs and representatives of the infrastructure from which the OIZ receives service. Representatives of the Ministry of Industry and Technology and OSBÜK will also be invited to the workshops. At least one face-to-face workshop will be held in each OIZ for 1 or 2 days. Online meetings may be held if it is necessary.

Outputs:

- Business Continuity Plans of OIZS (One report per OIZ)
- Activity Report (in English and Turkish)

Activity 1.7 Preparation of Project Conclusion And Recommendations Report

At the end of the project, a report will be prepared that includes the activities, achievements and recommendations made in the project. While preparing the report, maximum attention will be paid to the views of all stakeholders who benefit/will benefit from the project.

Outputs:

- Project Conclusion and Recommendations Report (in English and Turkish)

COMPONENT 2: TRAINING PHASE***Activity 2.1 Providing Certificate of the Business Continuity Institute (CBCI) Trainings to AFAD personnel******Activity 2.2 Study Visit to an EU Member State******Activity 2.3 Preparation of the Training Document for Business Impact Analysis and Business Continuity Plans***

In Türkiye there are 379 Organised Industrial Zones. The preparation of business impact analysis reports and business continuity plans of such a large number of OIZs requires a serious number of experienced personnel competency and knowledge. After this project, we aim that other OIZs in Türkiye can carry out business impact analyzes and business continuity plans with their own human, knowledge and technical capacities. For that, with this activity necessary written and visual training materials will be prepared for an OIZ to conduct business impact analysis and prepare a business continuity plan with its own human, information and technical capacity. The training modules will be designed based on the findings of Activities 1.3 and 2.1.

Outputs:

- Training Document for Business Impact Analysis and Business Continuity Plans (in English and Turkish)

- Training Presentations for Business Impact Analysis and Business Continuity Plans (in English and Turkish)

Training Videos for Business Impact Analysis and Business Continuity Plans (in English and Turkish)

COMPONENT 3 : DISSEMINATION OF GOOD PRACTICES PHASE***Activity 3.1 Developing a Communication Strategy and Action Plan***

The communication strategy and action plan will ensure that the project effectively communicates with the wider public as well as all with AFAD, relevant stakeholders and other targeted groups. The communication strategy and action plan will address both national and regional/local levels. All communication and visibility activities will respect the latest version of Communication and Visibility Manual for European Union-funded Civil Protection Actions, the Communication and Visibility Manual for EU External Actions and the Visibility Guidelines for European Commission Projects in Türkiye.

Outputs:

- Communication strategy and action plan (in Turkish)



-Agreed and prepared communication actions

Activity 3.2 Creating Project Website and Social Media Accounts

A project website will be designed and made accessible on AFAD's server. The website will provide an overview of all the project activities and will be updated regularly. There will also be a training module on the website. In this training module, training documents, presentations and videos produced within the scope of activity 2.3 will also be included. Also, social media accounts (Instagram, twitter etc.) will be created for increasing the awareness and publicity of the project.

Outputs:

- Project website
- Social media accounts

Activity 3.3 Preparing a Short Video and Other Related Visibility Materials

A three-minute scenario animated movie about the project and its results will be developed with the assistance of a production company.

Outputs:

- A three-minute scenario animated movie in Turkish with English subtitles
- Visibility items

Activity 3.4 Preparation of an Academic Article For Publication In an Journal

An article will be prepared to be published in a national or international peer-reviewed journal in order to share and make visible the experience and achievements gained in the project with the academic community.

Outputs:

- Academic article for publication in an international journal

Activity 3.5 Preparation of a New Project Proposal Document

Based on the experience gained with this project, a new project document will be prepared. In other words, it will be ensured that the project creates new projects. The new project document will be preferred for UCPM, ECHO, IPA .

Outputs:

- A new project proposal document (in English and in Turkish)

Activity 3.6 Closing Meeting and National Panel to share project outputs with stakeholders

A two day closing meeting/national panel in a selected city together will be organised for approximately 150 people. At this closing meeting and national panel, outcomes and results of the project, good practices and lessons learned will be present and disseminate to AFAD, relevant stakeholders and institutions, the EU Delegation to Türkiye, and DG ECHO. A report will also be produced.

Outputs:

- Closing meeting/national panel in a selected city for 150 participants
- Press release note (in English and Turkish)
- National panel report (in English and Turkish)

