

SECTION 5. TERMS OF REFERENCE

A. ABBREVIATIONS AND DEFINITIONS

Abbreviation	Definition
ESSN	The Emergency Social Safety Net
MoYS	Ministry of Youth and Sports (Implementing Partner)
SCRRP	Syria Crisis Response and Resilience Programme
UNDP	United Nations Development Programme (Employer)

B. BACKGROUND INFORMATION AND PROJECT DESCRIPTION

As of December 2020, with almost 4 million refugees, Turkey still hosts the largest number of refugees in the world, including 3,6 million Syrians. Over 98% of the refugees¹ are residing in host communities, which continues to lead to increased pressures on service delivery, available job opportunities and social cohesion.

UNDP supports the Government of Turkey to respond to the Syria crisis through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

UNDP uses a resilience-based development approach which focuses on investing in existing national and local systems to ensure they can adequately serve both host and Syrian communities. As part of UNDP SCRRP in Turkey, UNDP is implementing the project “*Employability, Entrepreneurship and Social Stability for Syrian and Turkish Youth - in response to the Syria Crisis*” (hereinafter referred to as ‘the Project’), funded by the Government of Japan. The Project aims to increase social stability and enhance the socio-economic cohesion of Syrian and Turkish youth through entrepreneurship, skills development, access to labor market and enhancement of social cohesion.

The project will contribute to the socio-economic empowerment of Syrian and Turkish youth and increase their access to employment opportunities. The project will do so by providing youth with language, vocational and social skills training, apprenticeship schemes, and entrepreneurship support. The objective of the project is to work in partnership with MoYS to enhance the socio-economic cohesion of Syrian and Turkish youth through entrepreneurship, language and skills development support and temporary job placements. This will lead to the cohesion of refugees and host community members by facilitating job opportunities for the members of both Syrian and host communities, in particular current ESSN beneficiaries with “high capacity” through vocational education in an area that is rapidly developing in Turkey in the last couple of years. In addition, project will offer social cohesion trainings and activities for youth in project provinces. Thus, the Project will help eventually to overall self-reliance of ESSN beneficiaries and assist to reduce dependency on the current cash assistance and support social cohesion.

UNDP will work together with MoYS and other partners to empower Syrian and Turkish youth through a wide range of training, entrepreneurship support and social cohesion activities. With the implementation of

¹ Official data Directorate General for Migration Management, Dec 2020 <https://en.goc.gov.tr/temporary-protection27>

this project, it is expected that youth will become the beneficiaries of the activities of 5 youth centers at Ankara, Bursa, Kocaeli, İstanbul and Sanliurfa provinces.

Overall, UNDP is a key agency in the coordination and implementation of the Agenda 2030 and SDGs and a leading partner in its support to the Government of Turkey to the development of the new National Development Plan. The objectives of this project are aligned with the national development priorities. The project will be implemented in coherence with the SDGs (SDG 4 Quality Education and SDG 8 Decent Work and Economic Growth prioritized in Turkey and contribute to one of its key principles to ‘leave no one behind’.

C. SPECIFIC OBJECTIVES

This is a 12-months project with the overall objective of increasing social stability and enhancing the socio-economic cohesion of Syrian and Turkish youth (aged 15-29) through entrepreneurship, skills development and access to labor market. The training and other support will be directed towards encouraging entrepreneurship, employment and self-reliance among youth.

The specific objective of this assignment is to train specific target groups of Syrian refugees and host community members (aiming at 40% of them will be women) through skills development programmes in information and communication technologies.

D. SCOPE

Within the scope of the contract, the Service Provider shall provide and carry out the following main tasks and activities related to skills development programmes regarding Information and Communication Technologies (ICT) in 5 MoYS Youth Centers in Ankara, Bursa, Kocaeli, İstanbul and Şanlıurfa provinces.

- The Service Provider shall organize and deliver skills development trainings, including ICT through MoYS Youth Centers.
- The Service Provider shall offer the training content and the schedule for ICT trainings.
- The Service Provider shall provide the training curriculum that is recognized globally and meet the needs of the private sector.
- The Service Provider shall organize a bootcamp with participation of the beneficiaries of each MoYS Youth Centers from 5 provinces.

E. APPROACH AND METHODOLOGY

1. Selection of 200 Turkish and Syrian youth among the beneficiaries of 5 Youth centers

The Service Provider shall determine the participants of training programme in coordination with UNDP and MoYS through motivation interviews and assessments. The 50% of the participants should be Syrian and at least %40 of the participants should be women.

The Service Provider shall determine/select the participants through interviews and basic tests to assess;

- “how the participant will make use of the skills upon completion of the programme”, creativity, and problem-solving skills (through interview) The interviews will be implemented by the Service Provider in coordination with MoYS and UNDP.

- Basic computer skills (through a computer-based test). The “basic computer skills” test will be prepared, implemented and evaluated by the Service Provider. The computer laboratories and necessary infrastructure will be provided by MoYS youth centers.

2. Training of Turkish and Syrian youth (aged 15-29) on ICT skills

2.1. Development of training manuals appropriate for Turkish and Syrian youth including ICT skills

The Service Provider shall develop and prepare an “150 hours training manuals and materials for trainings” and “training manuals and materials for bootcamp” which are appropriate for target group in coordination with UNDP and MoYS. All content-wise works will be submitted to the approval of the UNDP. The training content shall compose of the following topics as minimum:

Front-End Web Development;
Git and Github,
HTML 5 and CSS 3,
Java Script,
React
UI/UX Fundamentals (optional)

2.2.Implementation of Trainings

The Service Provider shall carry out an approximately 150 hours training programme on ICT skills to 40 youth for each 5 MoYS Youth Centers in Ankara, Bursa, Kocaeli, İstanbul and Şanlıurfa within maximum 3 months duration.

There will be 3 (three) classes at each province. The classes will be arranged with the participation of maximum 14 students for each session considering the COVID-19 precautions. Service provider shall prepare a “Implementation Plan” demonstrating training hours arrangement of each class and submit within the proposal. After the contract signature the submitted Implementation Plan will be revised considering the comments of UNDP and MoYS by Service Provider.

Professional trainers will provide a blended-learning approach which includes face to face training in classes. However, due to the COVID-19 pandemic or other reasons some of the trainings may turn to online classes. The approach will be shaped depending on the COVID-19 regulations/restrictions. For online trainings, “Trainer Fee Rate for Online Class”² will be paid to the Service provider instead of standard “Trainer Fee Rate”, on the basis of actual number of hours of online training delivered.

For onsite trainings the infrastructure and computer laboratories of MoYS youth centers will be used. The equipment and venue will be provided by MoYS youth centers. The training schedules and needs will be integrated into the workplan of the MoYS Youth Centers.

The qualifications and requirements of the trainers are defined under “Non-Key Personnel” in section “L. Professional Qualifications of The Service Provider and its Key Personnel”. The Service Provider may also use Lead Trainer as a trainer for trainings.

The trainings in any one of the provinces mentioned above may be cancelled or shortened for any reason (for example Covid-19 pandemic, etc.). In this case the price of the cancelled or unexecuted trainings shall not be paid to the Service provider.

² Please see Table 5: Fee Rate for Online Class Training”, FORM G: Financial Proposal Form.

Key messaging, channels and tools of outreach will be developed by the Service Provider in agreement with UNDP and MoYS.

The Service Provider shall provide refreshments for the breaks and lunch for 40 participants at each location/each training day. Since the participants will come to the classes in order to use the computers, refreshments and lunches shall be also provided for online trainings. All costs of refreshments and lunches shall be paid by the Service Provider.

All training materials shall be designed, produced and provided by the Service Provider in accordance with the MoYS's and UNDP corporate rules, procedures and the project requirements. All training materials will aim to serve the above-mentioned objectives. The Service Provider shall help UNDP to enlarge the outreach to target audiences and project beneficiaries, inform target audiences on the objectives of the project, create and raise awareness on the project, ensure due visibility of the donor, project, MoYS and UNDP.

The service provider shall develop and facilitate pre and post evaluations with the participants of the Trainings and should ensure high quality provision of trainings and receive positive evaluation form at least 70% of trainees. The evaluation forms should be implemented weekly basis. If the service provider fails to achieve this level of positive feedback from participants, it may be requested to provide additional training free of charge to that group of trainees addressing concerns of negative feedback by the participants.

According to the evaluation of the participants and also observations of the UNDP Project Team, UNDP Country Office may ask from the service provider to change a trainer of a session or revise the curriculum to address the specific needs of the participants.

The copy of all the attendance lists will be shared with the UNDP Turkey Country Office to facilitate the follow-up on the attendance rate.

During the training programmes, the Service Provider shall be ready to attend ad hoc meetings called by the UNDP to discuss the project progress and directly inform UNDP in case of any risks which might have an impact on the delivery of the training programme.

After completion of trainings, the service provider shall assess the success of all students and ensure the access of 25 (5 from each provinces) successful students to **international certification**. Those 25 students are expected to take one of **the internationally accepted Front-End Web Development Exam**. The Service Provider shall take approval of UNDP before selection of the international certification institute. The contractor shall cover the examination fees, other related costs and complete the exam participation procedures.

2.3. Organization of the Bootcamp

The Service Provider shall carry out a 7 days bootcamp at least 40 hours of training for each class in Ankara to gather 40 youth from five different provinces (8 youth from each province) and to promote peer learning. 50% of the participants should be Syrian, 40% of the participants should be women. The scope of the Bootcamp will be designed in agreement with UNDP and include at least the following issues;

- Each class should include 10 students. The bootcamp shall be executed within 4 classes/groups.
- The bootcamp shall focus on applied learning by working on real-life project simulations.
- By the end of the program, students have a portfolio of projects they can use for their job seeking process and show prospective employers.

- Service Provider shall recommend at least three experienced keynote speakers on ICT for the bootcamp. UNDP will select at least two of the alternatives of keynote speakers and invite to the bootcamp. All costs of keynote speakers will be borne by UNDP.
- To promote links between employers and the target group, at least one visit to Universities' Technopolis and at least one ICT companies should be facilitated.
- An opening and a closing session shall be arranged.
- A recreational visit to monumental places of Ankara (i.e. Ankara Castle, Anıtkabir) shall be facilitated.
- The trainings and the bootcamp will be conducted in Turkish.

Necessary arrangements for visits to companies, and Technopolis, monumental places of Ankara and all logistical arrangements including intercity and intracity transportation of the participants shall be covered by UNDP. Bootcamp will be organised at MoYS premises and the Bootcamp venue will be provided by MoYS. UNDP will cover the bootcamp costs including coffee breaks, lunches, dinners and accommodation for 40 participants in Ankara. The accommodation of participants and their companions will be at MoYS premises and the accommodation fees will be covered by UNDP.

The all intercity and intracity travels, accommodations, living costs and other costs of the trainer, keynote speakers and other staff of service provider shall be borne by the Service Provider during the bootcamp.

The bootcamp may be canceled for any reason (for example Covid-19 pandemic, etc.). In this case the price of the cancelled bootcamp shall not be paid to the Service provider.

The Service Provider shall prepare and provide training materials and bootcamp kits for all the participants including at least, tote bag, notebook, pen, travelling mug, flash memory. These items will be identified in detail during implementation.

F. EXPECTED DURATION OF THE ASSIGNMENT

The expected commencement time of the assignment is 01 April 2021. The total duration of the assignment is 6 months (180 calendar days).

G. TARGET GROUP AND DUTY STATION

Total 200 Syrian and Turkish youth, aiming at 40% of them will be women, shall complete the skills development programmes in information technologies in 5 MoYS Youth Centers at Ankara, Bursa, Kocaeli, İstanbul, Şanlıurfa provinces.

The service provider will collect evaluation forms (ex-ante and ex-post surveys) from the participants after each training and these evaluation forms will be shared with the UNDP Project Staff who will oversee the trainings in above-mentioned provinces.

H. REPORTING REQUIREMENTS

The Service Provider is expected to prepare an Inception Report, an Interim Report and a Final Report. Draft and final versions of these reports will be prepared in English. Final version should be translated in Turkish and submitted in soft copies.

- Training Plan including timelines of all the activities, draft designs of materials will be submitted.
- The Service Provider shall keep the records of attendance lists of the participants for each training session. The attendance lists and 2 photographs of each session will be shared with UNDP on

weekly basis.

- The Service Provider shall keep the records of attendance lists of the participants and photographs of each day of bootcamp with UNDP.
- Inception Report shall provide the activity plan of the whole assignment, including training manuals and timelines for all activities including trainings, bootcamp and certification process.
- Interim Report including elaboration of the selection process of the participants, results of motivation interviews, online tests for computer skills shall be prepared and submitted. Initial feedback of the participants regarding the trainings and lessons learnt shall also be included in the report.
- Final report shall be elaborated to assess the whole assignment, including impact of the trainings through ex-ante and ex-post survey results and the examination results, elaboration of bootcamp and certification process. The final report shall include recommendations for further guidance of the students including ICT skills and entrepreneurship programme as well as lessons learnt.
- Any other ad hoc reports to be requested by UNDP

I. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

Major Tasks	Deliverables	Target submission date to UNDP for approval/acceptance
1	Inception Report	15 th calendar day from contract signature
2	Selection of the participants, Curriculum and Finalized Training and Bootcamp Materials	30 th calendar day from contract signature
3	Implementation of 150 hours training in Ankara	Btw 30 th – 90 th calendar days from the contract signature
4	Implementation of 150 hours trainings in Bursa	Btw 30 th – 90 th calendar days from the contract signature
5	Implementation of 150 hours trainings in Kocaeli	Btw 30 th – 90 th calendar days from the contract signature
6	Implementation of 150 hours trainings in İstanbul	Btw 30 th – 90 th calendar days from the contract signature
7	Implementation of 150 hours trainings in Şanlıurfa	Btw 30 th – 90 th calendar days from the contract signature
8	Interim Report (completion of 50% of trainings stated in Training Plan)	60 th calendar day from contract signature
9	Organization of the Bootcamp	100 th – 130 th calendar days from contract signature
10	Access of 25 successful students to internationally accepted certification	140 th calendar day from contract signature
11	Final Report (Draft)	160 th calendar day from contract signature
12	Final Report	180 th calendar day from contract signature

All deliverables shall be drafted in English and the final version should be submitted in English and Turkish.

All versions (i.e. draft, revised) of deliverables of this contract are subject to review of UNDP in cooperation with MoYS. All comments by UNDP shall be addressed by the Service Provider.

The Service Provider shall revise the documents in line with the comments of UNDP and MoYS and submit revised deliverables with narrative responses identifying revisions made by the Contractor.

All deliverables are subject to official approval of UNDP Project Team for technical verification and payment.

UNDP may reject deliverables if the Service Provider fails to revise the deliverables in line with the comments of MoYS and UNDP. Any rejection shall not delay the target delivery, UNDP reserves the right to impose liquidated damages for any delay on target delivery.

J. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

Deliverables	Acceptable Minimum Service Standards
Inception Report	<ul style="list-style-type: none"> - Shall be submitted in English first, then the Turkish version shall be provided. - Shall provide the activity plan of the whole assignment, including training manuals, draft designs of training materials and timelines for all activities including trainings, bootcamp and certification process.
Curriculum and Training Materials	<ul style="list-style-type: none"> - Shall be submitted in English first, then the Turkish version shall be provided. - Shall include the content of Front-End Web Development; Git and Github, HTML 5 and CSS 3, Java Script, React at least.
Delivery of the Training Programme	<ul style="list-style-type: none"> - Shall be designed and implemented based on the COVID-19 precautions which will be closely monitored by UNDP. - Shall receive positive evaluations from at least 70% of trainees on a weekly basis. - Shall be completed by at least 200 participants (50% Syrian Youth and 50% Turkish) from which 40% will be women.
Interim Report	<ul style="list-style-type: none"> - Shall be submitted in English first, then the Turkish version shall be provided. - A detailed elaboration of the selection process of the participants, results of motivation interviews, written tests for computer skills. Initial feedback of the participants regarding the trainings and lessons learnt.
Bootcamp	<ul style="list-style-type: none"> - Shall be organized in Ankara with participation of 40 youth from 5 provinces. - Shall focus on applied learning by working on real-life project simulations. By the end of the program, students have a portfolio of projects they can use for their job seeking process and show prospective employers. - Shall facilitate a visit to at least one visit to Universities' Technopolis and at least one ICT companies

	<ul style="list-style-type: none"> - Shall host at least two experienced keynote speakers - Shall facilitate a visit to monumental places of Ankara (i.e. Anıtkabir, Ankara Castle)
Internationally accepted certification	<ul style="list-style-type: none"> - Referral to successful students to internationally accepted certification.
Final Report	<ul style="list-style-type: none"> - Shall be submitted in English first, then Turkish version shall be provided. - Shall demonstrate the fulfilment of project objectives and shall include short description of achievements including problems encountered and recommendations. - Shall assess the whole assignment, including impact of the trainings through ex-ante and ex-post survey results and the examination results, elaboration of bootcamp and certification process. The final report shall be included recommendations for further guidance of the students including ICT skills and entrepreneurship programme, lessons learnt.

K. GOVERNANCE AND ACCOUNTABILITY

UNDP will provide all relevant background documents about the Project. UNDP will not provide any physical facility for the work of the Service Provider and Service Provider's staff.

UNDP will facilitate meetings between the Service Provider and other stakeholders, when needed.

For onsite trainings the infrastructure and computer laboratories of MoYS youth centers will be used in the prospective provinces. The venue will be provided by MoYS youth centers, without any costs to the Service Provider.

Projects Coordinator of "Employability, Entrepreneurship and Social Stability for Syrian and Turkish Youth - in response to the Syria Crisis" project will directly supervise the Service Provider. Service Provider will be directly responsible to, reporting to, seeking approval/acceptance of deliverable from UNDP Project Team.

L. PROFESSIONAL QUALIFICATIONS OF THE SERVICE PROVIDER AND ITS KEY PERSONNEL

The service provider and designated trainers shall have solid experience in delivering trainings on ICT skills. The Trainers should be qualified to answer all the questions that could come from the participants. The Project Coordinator will be responsible to oversee the implementation, assignment of the trainers, preparation of the curriculum and preparing the reports.

Following professional qualifications are required from the Service Provider:

- Having experience at least 5 years in working directly consultancy areas especially in giving trainings on ICT area

- Having a network of the consultants and experts who has ICT background.
- Having experience on online training delivery

The Contractor shall provide adequate staff in terms of expertise and time, in order to complete the tasks required and to achieve the overall and specific objectives of the Contract in terms of time, cost and quality. The Contractor shall mobilize a team of experts comprising following key personnel and short-term experts.

KEY PERSONNEL

Key Personnel	Responsibilities
1 Project Coordinator	Allocation of tasks among personnel Liaison with the counterparts Financial management and reporting Other tasks as required As representative of the Contractor, attendance to the meetings to be held with designated UNDP staff Monitoring, Evaluation and Reporting of the whole assignment
1 Lead Trainer	Following up the schedule of the trainings in the provinces Following up the coordination of trainers Providing trainings in the provinces Supervision to trainers

PROJECT COORDINATOR

The CV, copies of diplomas and relevant certification shall be included in the Technical Proposal. CV shall list all the relevant activities for the entire time mentioned in the CV as year of experience.

Qualifications of Project Coordinator

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> ▪ University degree in a relevant field. ▪ Fluent in English and Turkish 	<ul style="list-style-type: none"> ▪ Advanced degree (MSc, PhD) in related field.
General Professional Experience	<ul style="list-style-type: none"> ▪ At least 10 years of general professional experience 	N/A
Specific Experience	<ul style="list-style-type: none"> ▪ At least 7 years of experience in consultancy services on skills development experience ▪ Demonstrated knowledge on information technologies 	<ul style="list-style-type: none"> ▪ Proven experience in training ▪ Experience as a project coordinator and/or a team leader of a project funded by international organizations.

LEAD TRAINER

The CV, copies of diplomas and relevant certification shall be included in the Technical Proposal. CV shall list all the relevant activities for the entire time mentioned in the CV as year of experience.

Qualifications of Lead Trainer

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> University degree in an ICT related field Fluent in Turkish 	<ul style="list-style-type: none"> Advanced degree (MSc, PhD) in computer engineering or a related field.
General Professional Experience	<ul style="list-style-type: none"> At least 7 years of general professional experience 	N/A
Specific Experience	<ul style="list-style-type: none"> At least 3 years of training experience on ICT skills development experience At least 2 training experience in software development At least 1 training experience in Front-End Development 	<ul style="list-style-type: none"> Work experience with youth Work experience with refugee populations Training experience with these topics: HTML, CSS, JavaScript, React

NON-KEY PERSONNEL

The Service Provider is fully responsible to mobilize non-key personnel (at least 5 (five) trainers) as may be needed for successful and timely completion of the Contract, having experience and knowledge on the following expertise areas (as minimum), as required by the assignment:

- CVs of the non-key personnel to be recruited during the course of the project must be submitted to UNDP for approval after the contract signature and at least two weeks before the start of their assignment. These approval requests shall be accompanied by a proper description of the assignments and outputs/deliverables as well as proof documents for the knowledge and experiences of the respective trainers.

In order to execute the Project properly, the Service Provider will be expected to employ the necessary staff in order to carry out the responsibilities assigned under this contract.

Qualifications of Trainers:

The Service Provider shall assign non-key experts as trainer having the following qualifications. The Lead trainer may be assigned as a trainer by Service Provider, if it is needed.

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> University degree from an ICT related field Fluent in Turkish 	N/A
General Professional Experience	<ul style="list-style-type: none"> At least 4 years of general professional experience 	<ul style="list-style-type: none"> Work experience with youth Work experience with refugee populations
Specific Experience	<ul style="list-style-type: none"> At least 2 years of training delivery experience on ICT skills development 	<ul style="list-style-type: none"> Training experience with these topics: HTML, CSS, JavaScript, React

M. PRICE AND SCHEDULE OF PAYMENTS

The Contract price is based on the deliverables stipulated in the following table.

The proposer must include followings in the computation of Daily/Hourly Fee Rates:

- The remuneration actually paid to the experts concerned per working day or hour.
- Administrative costs of employing the relevant experts, such as relocation and repatriation expenses, accommodation, leave, insurances and security arrangements and other employment benefits accorded to the experts by Service Provider.
- The margin, covering the Service Provider's overheads, profit and backstopping facilities,
- Any other expenditure which is needed to implement the contract (e.g., all travels, accommodation, living allowances, taxes)
- All translation and printing costs
- All the costs related to the scope of the works in this Terms of Reference. These costs are in general, relevant administrative, hardware and software, transportation, logistics and repatriation expenses, communication, accommodation, and subsistence expenses as well as the office equipment and office consumable materials required for the performance of the contract.
- Costs for supplies and equipment including vehicles and other means of transport, computer hardware and software, fax and internet connection, photocopy machines, office supplies and reference materials, measurement, and inspection equipment, etc.
- Costs for proper communication with interlocutors
- Backstopping and support staff costs
- Costs for promotion and training materials

If the Lead Trainer is assigned as a trainer for trainings or bootcamp, his/her fee rate will calculate considering "Trainer Fee Rate".

Payments shall be made in accordance with the following schedule:

#	Activities / Deliverable	Amount of Payment	Pre-requisite for Payment
1	"Inception Report" including the minimum requirements stipulated in the ToR.	Proposed Sub-total for Deliverable-1 and Deliverables-2 in "Table 4: Breakdown of Price per Deliverable/Activity" in "Form G: Financial Proposal Form"	Within thirty (30) days from the date of meeting the following conditions: UNDP's written acceptance (i.e., not mere receipt) of the quality of the deliverables; Receipt of invoice from the Service Provider.
2	"Selection of the participants, Curriculum and Finalized Training and Bootcamp Materials" including the minimum requirements stipulated in the ToR.		
3	"Completion of 150 hours trainings in Ankara" with Pre&Post Evaluation Forms and copy of all attendance lists.	Proposed Sub-total for Deliverable-3, Deliverable-4, Deliverable-5, Deliverable-6, Deliverable-7 and Deliverable-8 in "Table 4: Breakdown of Price per Deliverable/Activity" in "Form G: Financial Proposal Form"	
4	"Completion of 150 hours trainings in Bursa" with Pre&Post Evaluation Forms and copy of all attendance lists.		
5	"Completion of 150 hours trainings in Kocaeli" with Pre&Post Evaluation Forms		

	and copy of all attendance lists.	Notes: If some of the trainings are executed online, Sub-total for Deliverable-3, Deliverable-4, Deliverable-5, Deliverable-6 and Deliverable-7 shall be revised considering “Trainer Fee Rate for Online Class” for online training hours.	
6	“Completion of 150 hours trainings in İstanbul” with Pre&Post Evaluation Forms and copy of all attendance lists.		
7	“Completion of 150 hours trainings in Şanlıurfa” with Pre&Post Evaluation Forms and copy of all attendance lists.		
8	“Interim Report” including the minimum requirements stipulated in the ToR.	Proposed Sub-total for Deliverable-9 and Deliverables 10 in “Table 4: Breakdown of Price per Deliverable/Activity” in “Form G: Financial Proposal Form”	
9	“Organization of the Bootcamp” with Pre&Post Evaluation Forms and copy of all attendance lists.		
10	“Access of 25 successful students to internationally accepted certification” including the minimum requirements stipulated in the ToR.		
11	“Final Report (Draft)” including the minimum requirements stipulated in the ToR.	Proposed Sub-total for Deliverable-11 in “Table 4: Breakdown of Price per Deliverable/Activity” in “Form G: Financial Proposal Form”	
12	“Final Report” including the minimum requirements stipulated in the ToR.		

Payment will be made only upon UNDP's acceptance of deliverables. Payments shall be affected within thirty (30) days, after receipt of invoice and certification of acceptance of services issued by the responsible UNDP Project Manager.

If the Service Provider is registered and operating in Turkey, the payment shall be realized in Turkish Liras (TRY). Payments shall be affected by converting United States Dollars (USD) to Turkish Liras (TRY) by the UN operational rate of exchange valid on the date of money transfer.