

SERVICE CONTRACT CALL

Ministry of Interior Disaster and Emergency Management Presidency (AFAD) will implement Making “Industrial Organizations Disaster-Resilient by Concept of Business Continuity Management: Marmara Region Implementation (RESMAR)” 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.

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

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

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 Assistance for Disaster Risk Management (Track-1)

Project Final Date: 31 December 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 organizations and to ensure that they are prepared before a possible disaster. For industrial organizations to continue their activities, it is possible to protect them from all kinds of threats and dangers by preparing business continuity plans in advance.

Organized Industrial Zones (OIZs) have a very important place for Turkey's economic independence, both with its economic size and with the workforce it creates. The inability of OIZs to offer their value-creating products and services after any interruption may have serious consequences on a regional and national scale, in addition to affecting participating companies and their employees. For this reason, it is necessary to ensure the continuity of the value-creating products and services offered by OIZs after any interruption. This can be achieved by accepting, implementing and maintaining business continuity management systems and plans in OIZs, and by preparing each OIZ's own business continuity plan and following these plans as living documents. Before the business continuity management is planned, the necessity of creating a risk culture and raising awareness on this issue 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 contribution and participation.

AFAD experts and engineers have experience in disaster risk management, national, EU and international project management and preparation of business continuity plans. However, in order to manage the project in line with its goal, to achieve its specific objectives the desired results of the



project and to maintain the project and project partner relations, an experienced Project Team Leader who will perform the tasks under the title "Job Description for Team Leader" in this service contract call and who has the features under the title "Conditions Required for Application and Recruitment of Team Leader" is needed.

The Goal of the Project:

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

The Objectives of the Project:

This project also envisages the following three specific objectives:

- *to increase the resilience of industrial organizations 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*

To fulfil the above goal and specific objectives, the RESMAR project is structured around three Components.

Component 1: Implementation Phase

Component 2: Training Phase

Component 3: Dissemination of Good Practices Phase

The Components of the Project:

In Component 1, existing laws and practices will be reviewed and implementations (Business Continuity Plans, Business Impact Analysis of OIZs etc.) will be made in selected OIZs. In Component 2, training will be given to selected personell of project participants. Workshops will also be held. In Component 3, the visibility of the project applications, good practices in web, the social media and the academic community will be ensured.

Component 1: Implementation Phase

Activity 1.1 Opening Meeting

Activity 1.2 Determination of OIZs to be studied with stakeholders

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

Activity 1.4 Making of Business Impact Analysis of OIZs

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

Activity 1.6 Preparation of Business Continuity Plans of OIZs



Activity 1.7 Preparation of Project Conclusion and Recommendations Report

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

Component 3: Dissemination of Good Practices Phase

Activity 3.1 Developing a Communication Strategy and Action Plan

Activity 3.2 Creating Project Website and Social Media Accounts

Activity 3.3 Preparing a Short Video and Other Related Visibility Materials

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

Activity 3.5 Preparation of a New Project Proposal Document

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

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),
- Logistic arrangement and organizing of trainings, meetings and workshops, 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 goal and specific objectives,
- 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 Steering Committee (PSC), Project Management Unit (PMU) meetings, other related meetings, workshops, training etc.,
- Coordinating and supervising the work of Project technical experts, consultants and subcontractors, project assistant, 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 200 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 15 years of professional working experience,
- Minimum 3 years of experience in disaster risk management, environment sector, industrial development sector or business continuity management,
- 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

APPLICATION METHOD and DEADLINE

Applications will be made via e-mail to the resmar@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 Monday, September 23, 2024 at 18.00 Türkiye time. Applications (and/or incomplete application documents) that have not arrived at the resmar@afad.gov.tr 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 5 equal instalments by the end of 2025 year, upon acceptance of the specified reports/completion of activities.

