

**CONSULTANCY SERVICE CONTRACT CALL**

Ministry of Interior Disaster and Emergency Management Presidency (AFAD) 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 consultant to work.

This is a consultancy service contract call for the Project Team Leader. 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 Start Date:** 01 March 2024

**Project Final Date:** 31 August 2026

**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 Türkiye'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 consultancy 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. Additionally, training documents will be prepared. 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**

Citizens 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 consultancy support to the project management unit (PMU),
- Ensuring logistical arrangement and organization of trainings, meetings and workshops,
- Ensuring timely preparation, updating and implementation of the project work plan and other relevant documents for timely initiation and implementation of project activities,
- Managing the successful implementation of all activities in line with the project purpose and specific objectives,
- Supervising the daily implementation of the project and providing necessary guidance,
- Preparation of progress reports and project final report,
- Planning and coordinating Project Steering Committee (PSC), Project Management Unit (PMU) meetings, other relevant meetings, workshops, trainings, etc.,
- Planning project activities and budget expenditures, coordinating and supervising the work of



project technical experts, subcontractors and project assistant, including activity planning and reporting,

- Establishing and maintaining good relations with project stakeholders,
- Contributing to drafts of reports, documents and other publications related to the project,
- Providing and collecting necessary information, feedback and documentation related to the project,
- Recommending and/or proposing activity technical experts,
- Conducting and coordinating the process in the field of updating the guide through scanning business continuity legislation, plans and good practices within the scope of Activity 1.3,
- Conducting and coordinating work related to business continuity training within the scope of Activity 2.1,
- Conducting and coordinating work related to the study visit to be organized to an EU member country within the scope of Activity 2.2,
- Conducting and coordinating the process of preparing business impact analysis and business continuity plan training documents within the scope of Activity 2.3,
- Any other duties related to the nature of the job as requested by the AFAD Project managers.

The Project Team Leader will work approximately 175 working days during the project period. It is expected that 40% of the work will be carried out at AFAD headquarters or in the actual implementation of 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,
- Demonstrable knowledge of national and international legislation in the field of business continuity together with ISO 22301, ISO 31000 subjects,
- Knowledge of current developments and good practices in Business Continuity and Business Impact Analysis,
- Demonstrable knowledge of internationally valid business continuity training,
- At least 3 years of experience in disaster risk management or business continuity management fields,
- Experience in international projects,
- Strong presentation, documentation and reporting skills,
- Ability to manage expert technical consultants in the field,
- Suitable for domestic and international travel conditions



**APPLICATION METHOD and DEADLINE**

Applications will be made via e-mail to the [resmar@afad.gov.tr](mailto: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 June 17, 2025 at 18.00 Türkiye time. Applications (and/or incomplete application documents) that have not arrived at the [resmar@afad.gov.tr](mailto: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 CONSULTANCY 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 Contract for a specific period. The applicant will sign a consultancy service contract and it will be entirely their responsibility to comply with all legal requirements and cover all relevant taxes and fees. Payments will be made in 5 equal installments upon acceptance of specified reports/completion of activities.

