

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Services for Social Projects for Disaster Preparedness and Awareness

(AIIB-CA5.1)

Country	: Türkiye
Name of the Project	: Istanbul Seismic Risk Mitigation and Emergency Preparedness Project (ISMEP)
Loan No./Grant No.	: L0319A
Assignment Title	: Consultancy Services for Social Projects for Disaster Preparedness and Awareness
Reference No.	: AIIB-CA5.1

The Republic of Türkiye, Istanbul Governorship, Istanbul Project Coordination Unit has received a loan from the Asian Infrastructure Investment Bank (AIIB) to be utilized under Istanbul Seismic Risk Mitigation and Emergency Preparedness Project (ISMEP) and intends to apply part of the proceeds for consulting services.

The Consulting Services (“the Services”) shall include the social projects for Istanbul Disaster and Emergency Management Directorate (Istanbul AFAD) as follows:

1. Improvement and dissemination of public disaster (Earthquake, tsunami, etc.) awareness trainings (face to face and/or through Videoconference sessions)
 - a. Revision of some of the existing Training Modules and Guidelines, please refer to IPCU website for details (<https://www.ipkb.gov.tr>)
 - b. Development of a new training modules and guidelines
 - c. Dissemination of disaster preparedness and disaster awareness trainings for citizens.
 - i. Families, Schools (Students, students’ families and administration staff), youth and business entities
 - ii. Local Disaster Volunteer (3 days theoretical, 2 days practical hands on) trainings
2. Training of Istanbul AFAD staff
 - a. Various professional (Search and Rescue (SAR), disaster management, response, recovery and mitigation related and engineering) and self-development (soft-skill) trainings
3. Sustain the existing “Training and Trainee Monitoring System” digital platform of Istanbul AFAD
 - a. Operational Maintenance of the server, database and software platforms
 - b. Developing new needed modules on the same platform for Istanbul AFAD
4. Digital Public Awareness Campaigns (DPAC) and Communication Campaigns
 - a. DPAC shall use only digital social media channels and web pages on the internet; no classical media (TV, radio, billboard) shall be used.

- b. Design and creative services for DPACs
 - c. Design and development of the DPAC content (Audio, video, text)
 - d. Production, implantation and dissemination of DPACs' content
 - e. Necessary digital media purchase/rental/leasing
5. Trainings and Sustainability of ISO 21001 Certification for Istanbul AFAD
 - a. Istanbul AFAD has ISO21001 certification.
 - b. The Consultant is expected to give further trainings to Istanbul AFAD staff to sustain the processes needed for extending ISO21001 certification.
6. Workshops and Seminars
 - a. The Consultants are expected to organize a couple of workshops and/or seminars that Istanbul AFAD may need within the contract period.

The estimated duration for completion of the services is approximately 36 months.

The Republic of Türkiye, Istanbul Governorship, Istanbul Project Coordination Unit now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are (not limited to):

- Company information: name, status, address, telephone number, facsimile number, year of establishment, contact person for the project, turnover for the previous 3 (three) years (2020-2021-2022) at least 1.000.000 Euro, number of permanent staff and part-timers, fields of expertise.
- The Consultant must have the experience of major similar assignment **completed in the last ten years** for these kind of services (Social project management and delivery in the field of Disaster Awareness and Emergency, Social Responsibility Programs, Public Awareness Campaigns and training activities, social effect analysis, digital marketing and public relations on the previously mentioned subjects, etc.) of consulting services and total number of works, location, number of staff involved in the contract, name of the Client, name of partners for contract execution and share of services, source of financing, type of services provided, contract commencement and completion dates, brief description of the contract;
- Letters of recommendation from previous Employers;
- Curriculum Vitae, specifying experience in similar assignments, minimum 5 and maximum 10 CVs of experts of various professions requested under such services of staff who may be available to work on the assignment(s);
- Form of association (sub-contractor/joint venture) for the execution of the contract(s), if the case may be, and identification of the leading company. Same information shall be submitted for the leading company and the associate companies.

- A list of ongoing assignments including the start and end dates and the personnel involved.

The attention of interested Consultants is drawn to Section II, paragraph 4.4, and paragraph 4.9 of the AIIB's "Procurement Instructions for Recipients" June 2, 2016, setting forth the AIIB's policy on conflict of interest and eligibility.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the QCBS (Quality Cost Based Selection) method set out in the AIIB's "Procurement Instructions for Recipients" June 2, 2016.

Further information can be obtained at the address below during office hours 10:00 a.m. to 16:00 p.m. local time.

Expression of interest dossier shall be submitted in **both hardcopy & softcopy(digital)** formats and must be delivered in a written form to the address below by surface mail, courier or hand delivery by **August 09th of 2023 | 16:00** (local time, Istanbul). Applications by e-mail shall not be accepted. **All submitted data shall be in English language.** IPCU reserves the right to reject the applications received after the above-referenced date.

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