

REQUEST FOR EXPRESSIONS OF INTEREST

Republic of Turkey
Istanbul Special Provincial Administration (ISPA)
Istanbul Project Coordination Unit (IPCU)

Istanbul Seismic Risk Mitigation and Emergency Preparedness (ISMEP) Project

**Consultancy Services for Personal Development Trainings for Staff of Istanbul Disaster and
Emergency Directorate (IDED)
(AF-TR1.1.2)
(2013)**

The Republic of Turkey has received an additional loan from the **International Bank for Reconstruction and Development (IBRD)** and intends to apply part of the proceeds of this loan to payments under the contracts for Procurement of “**Consultancy Services for Personal Development Trainings for Staff of Istanbul Disaster and Emergency Directorate (IDED) (AF-TR1.1.2)**”, which will be implemented by Istanbul Special Provincial Administration, Istanbul Project Coordination Unit.

The objective of the assignment is to procure consultancy services for Personal Development Trainings for Istanbul Disaster and Emergency Directorate.

The training program will address the following objectives;

- Team work and development of team work training program,
- The development of communication training program,
- Project management training program,
- The development of leadership training program
- Training of Trainers

The Training process will content the following subjects;

Team work and development of team work training program,
✓ Dynamics of succesful teams
✓ Proactive behaviour and initiative

The development of communication training program,
✓ Self awareness and communication
✓ Conflict Management
✓ Emotional intelligence
✓ Stress Management

Project Management training program,
✓ Working with targets and project management
✓ Planning, organization and time management
✓ Problem solving and desicion making

The development of leadership training program
✓ Leadsip for managers
✓ Crisis management, to develop strategy

Training Program for Training of Trainers

- ✓ Training Mangement
- ✓ Training of Trainers
- ✓ Body Language and perception management
- ✓ The art of Public Speaking

The estimated duration of the services are approximately 8 months.

Istanbul Project Coordination Unit now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information and documents indicating that they are qualified to perform the services (such as brochures, description and references from previous clients on the similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

Consultants may associate to enhance their qualifications. The “association” may take the form of a Joint Venture or a sub consultancy. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case of award is made to that JV group. Interested consultants should clearly indicate the structure of their “association” and the duties of the partners and sub consultants in their application. Unclear expression of interests in terms of “in association with” and/or “in affiliation with” and etc. may not be considered for short listing.

Consultants will be shortlisted in accordance with the procedures set out in the World Bank’s *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (published by the Bank in May 2004 and revised in October 2006 and in May 2010) (“Consultant Guidelines”). Interested consultants may obtain further information at the address below from 10:00 a.m. to 16:00 hours, local time.

The attention of interested Consultants is drawn to paragraph 1.9 of the Consultant Guidelines, setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Selection Based on the Consultants’ Qualifications (CQS) method set out in the Consultant Guidelines.

Consultants are required to include the name and reference number of the tasks AF-TR1.1.2 in their Expression of Interests.

Expressions of interest must be delivered to the address below by **February 06, 2014, at 15:00** (local time) by surface mail, courier or hand delivery. Applications by e-mail shall not be accepted IPCU reserves the right to reject the applications received after the above-referenced date.

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