

TERMS OF REFERENCE

I. General Information

Title of the Services	Logistics, procurement, and administrative support consultant <i>(Temporary – Increased workload support)</i>
Country	Türkiye
Programme	Vocational Education and Training Programme for Employment (VET4JOB II)

II. Background and Context

About Expertise France

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France's external action priorities. Expertise France's core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France's focus include:

- Democratic, economic, and financial governance,
- Stability, international security, and peace,
- Sustainable development, climate, and agriculture, and
- Health and human development.

About the VET4JOB II Programme

The VET4JOB II programme, funded by the European Union Delegation to Türkiye, aims to support skills development for refugees and host communities in Türkiye. The programme provides vocational and apprenticeship training to adults and adolescents in 14 target provinces (Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Konya, Mersin, Osmaniye, and Şanlıurfa) to improve employment prospects in line with labour market demands.

Scope of Activity

The objective of this assignment is to ensure the effective and compliant operational implementation of the VET4JOB II Programme by providing professional support in the areas of:

- Logistics coordination
- Procurement facilitation
- General administrative tasks

This consultancy will ensure that all related processes are timely, compliant with donor and agency policies, and efficiently documented.

III. Description of Services

The Consultant will provide the following services:

Logistics Support

- Coordinate logistical arrangements for events, trainings, and field visits, including travel and accommodation bookings, venue hire, and supplies.
- Assist with the organisation of meetings and missions and delivery of supplies.
- Maintain a tracking system for logistics arrangements and prepare periodic updates.
- Preparing packages, organizing cargo to be sent to field teams.

Procurement Support

- Information collection to assist in the preparation of procurement documentation, including Terms of Reference (ToRs), Requests for Quotation (RFQs), comparative tables, and contracts.
- Liaise with suppliers and service providers, track delivery status, and help resolve procurement-related issues.
- Prepare and follow up the ownership transfer of the programme procured equipment or material to VTCs or companies where apprentices have their practical training by following Expertise France regulations.

Administrative Support

- Maintain an efficient and organised filing system (physical and digital) for contracts, purchase orders, and administrative correspondence.
- Assist in document preparation, data entry and archiving when required.
- Support internal communications and coordination with central and regional teams.
- Provide assistance to the admin team when maintenance or central office small purchasing items needed

IV. Other Provisions

Methodology

The Consultant is expected to adopt a practical and proactive approach, with the following elements:

- Coordination with the central operations team and regional field teams.
- Compliance with administrative and procurement procedures.
- Documentation and record-keeping in line with internal audit standards.

Reporting Line

The Consultant will report directly to the VET4JOB II Procurement and Logistics Manager, and will work in close coordination with the Procurement unit, the Finance unit and other relevant programme staff, especially the field teams.

Deliverables

Deliverable	Description
Monthly activity Report	Summary of tasks completed, challenges encountered, and progress achieved
Procurement and logistics files	All procurement and logistics documentation submitted and properly filed.
Final summary report	Overview of contributions, observations, and recommendations

V. Duration and location

- **Start date:** Upon signature of contract
- **End date:** 30 December 2025
- **Maximum number of days foreseen:** Up to 100 days
- **Location:** Ankara (with occasional travel to the 14 implementation provinces)
- **Note:** Subject to renewal upon budget availability and satisfactory performance.

VI. Required Technical and professional Capacity

Qualifications:

- Advanced degree in Business Administration, Logistics, Supply Chain Management, or a relevant field.

Experience:

- Minimum 2 years of relevant experience in logistics and event organization is required. Additional experience in procurement, finance and administrative support will be considered an asset.
- Experience with EU-funded projects, INGOs, or international cooperation programmes is a strong asset.
- Demonstrated experience in organising events, handling procurement files, and supporting operational teams.

Skills and Competencies

- Proficient in Microsoft Office (especially Word and Excel).
- Strong organisational and communication skills.
- Ability to work independently and meet tight deadlines.
- Attention to detail and ability to maintain confidentiality.

Languages

- Fluency in Turkish (written and spoken) is required as well as good command of English.

VII. Application Process and Eligibility

Interested individuals are invited to submit a proposal, which should include the following:

- A CV demonstrating relevant experiences, with at least two references.
- A one-pager cover letter outlining approach, motivation and availability.
- A financial proposal (daily rate in Euros, VAT excluded).

VIII. Contracting and payment schedule

Expertise France will issue the contract in Euros (€), and payments will be made to the contractor upon submission of a valid fiscal invoice in Euros.

Payments will be made upon validation of deliverables and timesheet as follows:

Deliverable	Description	Payment
Monthly Activity Report	Approved monthly task summary and timesheet	Monthly (pro rata)
Final Summary Report	Overview of results and lessons learned	Final payment

We hereby commit to adhering to the provisions outlined in this Terms of Reference and to delivering the services mentioned above.

Name of the Firm	
Name of the Authorized Person	
Title of the Authorized Person	
Signature	
Stamp	
Date	