

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**Q-IC-046/17 – National Consultant - as Climate Change Mitigation Expert /**  
**UNDP Iraq**

**Date: 21<sup>st</sup> of March 2017**

**Description of assignment: Consultative Services for National as Climate Change Mitigation Expert, EECC - UNDP Iraq;**

**Type of Consultancy: National Post;**

**Duty Station: Home Base with travel to Baghdad, Erbil/Sulaimaniya and other location as needed.**

**Period of assignment/services: 160 Working Days [66 Duty Station – 94 Home Base] Over a period of 12 Months.**

**Estimated Starting Date: Mid-April 2017 till Mid-April 2018**

Proposals should be submitted to the following e-mail address no later than **COB 3<sup>rd</sup> of April 2017 (Baghdad Time: +3 GMT):**

**IC1.undp.iq@undp.org** . Please note the following:

- *It is a MUST to indicate the Procurement Notice Number in the e-mail subject line).*
- *Any request for clarification must be sent to the above e-mail address. The Procurement Unit will respond by e-mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate. Kindly be informed that the UN P11 Form (“CV Form,” ref: Annex 2) must be completed. It is not permissible to submit a Curriculum Vitae in lieu of this form.*
- *Emails sent to the previously mentioned address shouldn’t exceed the limits of 8MB.*

## **1. Background:**

To avoid large scale impacts of climate change the consensus reached by countries under the umbrella of the UNFCCC suggests that temperature rises should be limited to below 2°C compared with global mean temperatures prior to the industrial revolution. In addition, they strongly agreed that such a change requires huge efforts and urgent action from all countries to undertake a dramatic shift towards resilience thinking and sustainable development. Iraq facing huge environmental problems such as water scarcity, dust storms, and pollution. Climate change expected to be an additional strong stressor on Iraq. Thus, huge efforts were spent to meet the requirements of UNFCCC after joining the convention in 2009. Two important milestones have achieved by the Iraqi government in 2015; submitting INC and INDC to the secretariat of UNFCCC. The two mentioned documents have clearly highlighted national circumstances of the country and government perspective towards climate change. In addition, the documents have clearly highlighted country needs for building capacity and technical support to help the national efforts towards sustainable development and tackling climate change. Accordingly, UNDP Iraq has provided huge technical support to help Iraq’s efforts to tackle climate change in both mitigation and adaptation plans.

As part of UNDP support to the Iraq’s mitigation efforts and with GEF fund UNDP has been working with 4 Iraqi ministries to implement solar energy project in the country to enhance national policy towards renewable energy. The project has succeeded to integrate solar PV as a solution to mitigate impact of climate change in Iraq. Beside that the project supported building capacity of the national team that engaging in climate change mitigation on both technical and policy levels. The building capacity included several topics such as: National Appropriate Mitigation Actions (NAMA), National Determined Contribution (NDC), develop negotiation ability of the national team for the UNFCCC conferences, and how can benefit from international funds that allocated to mitigate climate change such as Green Climate Fund (GCF).

## 2. Objective:

To continue UNDP support (through solar energy project) to the Iraqi national team that is working in climate change mitigation field under guidance of the Iraqi ministry of Health and Environment (MoHEN as UNFCCC national focal point), UNDP Iraq will hire a national expert to lead the project efforts of building capacity. The expert expected to manage tasks towards achieving the following objectives over a period of one year starting in 15th April, 2017 – 31 March, 2018.

- To provide training about NAMAs and support MoHEN and the national team to do final version of the NAMA roadmap in Iraq.
- To provide technical training about NDC and help the MoHEN and the national team to do final report.
- To provide technical support to the NDA and encourage the committee to adopt a national mitigation programme.
- To provide technical building capacity for promotion of low emission resilient development in Iraq.

## 3. Scope of Work:

Under the guidelines of UNDP-Iraq the national expert will be tasked with the following duties and responsibilities.

**Result 1:** Support Iraq to continue the preliminary efforts that done to implement Nationally Appropriate Mitigation Action (NAMA) roadmap.

- Coordinate with MoHEN and help guide identifying potential actors and partners for implementation of NAMA roadmap and doing the final version of the roadmap.
- Assist Iraq's national approver to start NAMA registration and working with the national developers.
- Organise events for sensitization and advocacy to promote NAMA in Iraq engaging the private sector, NGOs/CSOs and stakeholders at large.

**Result2:** Support Iraq's National Designated Authority (NDA) to adopt a national programme to prioritize GHGs mitigation and adaptation projects to start using GCF resources.

- Coordinate with the NDA committee to start working with the stakeholders.
- Coordinate with NDA to develop national programme that help to define the criteria of choosing projects and provide no objection letters to be submitted to the GCF.
- Organise capacity building training for the NDA in cooperation with the main office of GCF in the South Korea to make the committee being familiar with fund process.

**Result 3:** Support Iraqi Authority to develop the National Determined Contribution (NDC) report.

- Coordinate with the Iraq ministry of Health and Environment (MoHEN) to engage national stakeholders and form national technical team to write the NDC.
- Facilitate consultation meetings and workshops with national technical team to develop and discuss draft policy paper on the development of updated NDC.
- Assist in finalizing the national policy paper.

**Result4:** Provide technical advisory support in building capacity for promotion of low emission resilient development in Iraq.

- Coordinate with the MoHEN and other stakeholders, including the UNFCCC national focal point, and determine the priority needs for capacity building for promoting climate resilient development.
- Facilitate sensitization and mobilisation efforts of the GoI to catalyse investment for climate resilient development.
- Encourage private sector investment in solar energy

#### 4. Deliverables and outputs:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

Objectives	Deliverables	Location	Target Date	Payment % (US\$)
1. Support Iraq to continue the preliminary efforts that done to implement Nationally Appropriate Mitigation Action (NAMA) roadmap.	• Organise workshop for the national team to done final version of the NAMA roadmap. [Duration 20 Working Days]	Baghdad/ Erbil	Apr, 2017	13%
	• Organise workshop to the national team to provide technical support regarding NAMA registry. [Duration 15 Working Days]	Sulay./ Erbil	Jul, 2017	9%
	• Organise training/ workshop for private sector/Iraqi officials/NGOs in support of NAMA implementation [Duration 10 Working Days]	Baghdad/ Erbil	May, 2017	6%
2. Support Iraq's National Designated Authority (NDA) to adopt a national programme to prioritize GHGs mitigation and adaptation projects to start using GCF resources.	• Facilitate organising High Level meetings to finalise the structure and start NDA meetings. [Duration 10 Working Days]	Baghdad	May, 2017	6%
	• Consultation workshop organised to finalise a detail work plan for the Iraqi NDA. [Duration 10 Working Days]	Erbil/ Baghdad	Aug, 2017	6%
	• Provide training in coordination with GCF for the Iraqi NDA to address the capacity gaps. [Duration 20 Working Days]	Sulay.	May, 2017	13%
3. Support Iraqi Authority to develop the National Determined Contribution (NDC) report.	• Organise training workshop to develop and write NDC [Duration 30 Working Days]	Erbil/ Sulay.	Nov, 2017	19%
	• Organise high level consultation workshop to review NDC and agree about final version [Duration 10 Working Days]	Sulay.	Dec, 2017	6%
4. Provide technical advisory support in building capacity for promotion of low emission resilient development in Iraq.	• Advocacy and awareness raising plan developed for the project to support climate resilient development in Iraq [Duration 10 Working Days]	Baghdad	Feb, 2018	6%
	• Organise events/ conduct training for the Iraqi Officials and stakeholders [Duration 10 Working Days]		Mar, 2018	6%
	• Training workshop for private sector and NGOs [Duration 15 Working Days]		Feb, 2018	9%
TOTAL 100%	[Duration 160 Working Days]			

#### 5. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the Consultant must be certified by the supervisor(s) specified below
- Payments are to be made within 30 days from receipt of invoice.

- For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it explaining the accomplishment of the tasks.
- Payments will be made in five instalments based on the satisfactory accomplishment of the assignments and submission of quality deliverables. The dates and schedules of the payment instalments are:

Payment Instalments	Due-date	Percentage of total
1 <sup>st</sup> Instalment	30 May 2017	20%
2 <sup>nd</sup> Instalment	31 July 2017	20%
3 <sup>rd</sup> Instalment	30 sept 2017	20%
4 <sup>th</sup> Instalment	15 Dec 2017	20 %
5 <sup>th</sup> instalment	31 March 2018	20%

## 6. Key Performance Indicators during implementation of Services:

Overall, the Consultant's performance will be evaluated based on the following key criteria:

- Planning and Organizing skill: Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication skill: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- Client Orientation skill: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.  
Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

## 7. Reporting:

- The Consultant shall report directly to the Energy, Environment and Climate Change sub-cluster [EECC] Manager/ UNDP Iraq to whom the Service Provider will be directly responsible to reporting to, seeking approval from, and obtaining certificate of acceptance of output.
- The service provider will be expected to liaise/interact/collaborate/meet with all relevant government institutions, relevant authorities, local branches of Association, Governorate councils, academic institutions, and civil society organizations (as determined by UNDP).
- UNDP will supervise, evaluate and manage the work of the service provider and also make any necessary contractual decisions, while other authorities and entities identified above will only have a consultative role.
- All reports and documents provided to UNDP Iraq will be in Arabic and English, to facilitate review and feedback by UNDP Iraq.
- Payment on deliverables will only be made when reports, documents produced by the implementing partner have been reviewed and endorsed by UNDP Iraq as having met the required standard.

## 8. Travel Plan:

The consultant shall be home-based with a position to undertake travel upon request of the Project Manager with coverage to be undertaken by UNDP

#	Country / City	No of Travels	Working Days (WD)	Calendar Days (CD)
1	Baghdad, Iraq	5 Missions	10 WD per mission/ Total of 50 WD	13 Calendar Days per mission/ Total of 65 Calendar Days
2	Erbil or Sulaimania, Iraq	4 Missions	4 WD per mission/ Total of 16 WD	5 Calendar Days per mission/ Total of 20 Calendar Days
3	Home Base	N/A	94 Working Days	N/A
<b>Total Travel Plan</b>		<b>9 Trips/ Missions</b>	<b>160 Working Days</b>	<b>85 Calendar Days for all the missions</b>

## 9. Time Line:

- The consultancy duty station is Home Base with travel to Baghdad/ Erbil or Sulaimania, Iraq and to other different location as needed upon the approval of the project manager, the total consultancy duration is 160 Working days over a period of 12 Months to start by Mid-April 2017 till Mid-April 2018.
- Consultancy May includes travel to other locations inside Iraq or to other countries as needed/ requested by the Unit Manager and upon approval of UNDP Iraq office.

## 10. Competencies:

### Corporate Competencies:

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

### Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under pressure and to meet deadlines;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful.

### Professionalism:

- Shows pride in work and in achievements; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

### Communication:

- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

### Planning and Organizing:

- Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

**Client Orientation:**

- Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.

**Teamwork:**

- Works collaboratively with colleagues to achieve organisational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

**Technological awareness:**

- Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

**11. Facilities:****a) Office Facility:**

- UNDP will provide an appropriate office inside the International Zone in Baghdad only.
- UNDP will provide logistical/ transportation support only inside the International Zone during this assignment.
- The consultant is expected to bring his/her laptop with him/her.
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).

**b) Office Supplies and Printing Facilities:** UNDP will provide office supplies and printing facilities only inside the UNDP premises during this assignment.**c) Communication Facilities:** UNDP will not provide access to internet during this assignment and missions, except when the consultants is presented inside the UNDP office premises.**12. Qualifications and Requirements:****A. Education:**

- University degree:  
University degree (Graduate degree preferred) in energy, engineering, environmental science, economics or similar/equivalent.

**B. Work Experience:**

- At least 15 years of relevant professional experience (ideally, including policy making and high level coordination) and a good understanding of the current situation in Iraq.
- Climate finance (e.g. CDM, NAMA) knowledge and experience is desirable.
- Prior experience of working in Iraq specially on NAMA, INC, GCF, and INDC is highly desirable.
- Good analytical and problem-solving skills and the related ability to adaptively manage with prompt action on the conclusions and recommendations coming out of the project’s regular monitoring and self-assessment activities;
- Experience of working with UN agencies (UNDP in particular) will be preferred.
- Fluency in English and highly developed communication and advocacy skills, including the ability to write concisely and clearly in English;
- Experience of working at the policy level/strategic level and demonstrated ability to influence policy makers.
- Experience in the context of Iraq will be an advantage
- Excellent reporting and writing skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

**C. Language:**

- Fluency in English language is a Must.
- Fluency in Arabic language is a Must.

**The Consultant should provide documented examples from previous assignments of proposed personnel related to deliverables in this Terms of Reference;**

### 13. Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

#### **A. Technical Proposal: (which will include the following):**

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- A **letter** explaining why he/she considers him/herself the most suitable candidate for the work.
- **Personal CV** including past experience in similar projects and **at least 3 references**.
- **UN P11 Form** (“CV Form”) – ***Annex 2 attached***. UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.
- A language assessment will be conducted [if needed] for the purpose of verifying influence in English;
- **Sample reports** of previous work in English.
- **Sample reports** of previous work in Arabic.
- A brief **Methodology** on how the candidate will approach and conduct the work.

(The expert is asked in his/her offer submission in the methodologies section to bring the description of the above mentioned points in **2 Scope of Work**

#### **B. Financial proposal:**

The financial proposal will specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Financial Proposal Form, providing a breakdown of this lump sum amount (including travel, per diems) is to be provided by the offeror – ***Annex 3 attached***

***Important note: the consultant is required to specify the daily fee in his proposal.***

#### **C. Travel:**

All envisaged travel must be included in the financial proposal. This includes all travel to join duty station/ repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class, he/she should do so using his or her own resources.

Furthermore, Individual Consultant who is at the duty station at the time of hire is ineligible for travel to join, and who remain at the duty station after contract completion is ineligible for repatriation travel

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

### 14. Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
- b) Achieving the highest combined score (financial and technical).

Minimum requirements: ***(Please see Annex 4). This will be part of the technical proposal.***

1. University degree (Graduate degree preferred) in energy, engineering, environmental science, economics or similar/equivalent.
2. At least 15 years of relevant professional experience (ideally, including policy making and high level coordination) and a good understanding of the current situation in Iraq.
3. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
4. Willingness to obtain the required security courses as applicable through the website;
5. Subject to security requirement, consultant must pass the Safe and Secure Approaches in Field Environments (SSAFE); in case if any travel is required to Iraq.
6. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
7. Failing the (SSAFE) training, it will be a cause to terminate the contract.

8. Willingness to undergo a medical exam. This applies only for consultant of 62 years of age and above where a full medical exam will be required from a UN certified doctor if selected for award of contract.
9. Ability and desire to work inside Iraq.
10. Acceptance of IC General Terms and Conditions

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

Criteria		Max. Point 100	Weight
Technical	<b>Criteria A: relevance and responsiveness of candidate’s past experience, Qualification based on submitted documents:</b> <ul style="list-style-type: none"><li>• University degree (Graduate degree preferred) in energy, engineering, environmental science, economics or similar/equivalent. <b>(25 points)</b></li><li>• Minimum 10 years of Proven Experience on Climate Change Mitigation in Iraq or similar countries(ideally, including policy making and high level coordination) (20 points and 1 point per each additional year of experience up to maximum of 25 points) <b>(25 points)</b></li><li>• Climate finance (e.g. CDM, NAMA) knowledge and experience is desirable. <b>(10 points)</b></li><li>• Prior experience of working in Iraq specially on NAMA, INC, GCF, and INDC is highly desirable. <b>(10 points)</b></li></ul>	70 Points	70%
	<b>Criteria B: relevance and responsiveness of candidate’s approach, technical proposal and submitted work plan and Methodologies:</b> <ul style="list-style-type: none"><li>• Fluency in English-written/ Spoken. Ssupported by sample of reports. <b>(10 points)</b></li><li>• Fluency in Arabic-written/ Spoken. Ssupported by sample of reports. <b>(10 points)</b></li><li>• Time plan, methodology on how the consultant will conduct the required tasks; <b>(5 points)</b></li><li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc). <b>(5 points)</b></li></ul>	30 Points	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

<b>Weight Per Technical Competence</b>	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

#### **Annexes:**

**Annex 1 – Template Confirmation of Interest and Submission of Financial Proposal.**

**Annex 2 – CV Form.**

**Annex 3 – Price Schedule Sheet.**

**Annex 4 – Minimum Requirements Checklist.**

**Annex 5 – Individual Consultant General Terms and Conditions.**