Individual Consultant Procurement Notice
IRQ10-IC/056/17
Electrical Engineer - Training Project, Sulaymaniyah, IRAQ
National Consultant

Date: 22 April 2017

Description of the assignment:	Procurement of Individual Consultant: Electrical Engineer- Training Project
Duty Station:	Sulaymaniyah, Iraq
Period of assignment/services:	6 months
Estimated Starting Date:	1 June 2017
Proposals should be submitted:	Not later than 15 May 2017, COB-17:00 hrs. (Iraq time)

Important Notices:

- Application documents are published on the following link: http://procurement-notices.undp.org/
- Applicants should complete and sign the required documents and send the scanned copies to the email IC1.undp.iq@undp.org by the deadline (It is a MUST to indicate the Procurement Notice Number "**IRQ10/IC-056/17**" in the e-mail subject box).
- Any email received after deadline due to any technical problem in sending or receiving servers may be rejected
- Applications with any missing documents or non-UNDP format may NOT be considered for evaluation;
- Applicants need to use Adobe reader, MS Word, zipping software (WinRAR) to be able to use and view the documents for this procurement notice;
- Only applications submitted to the email address IC1.undp.iq@undp.org will be considered
- Any request for clarification must be sent to the following e-mail address: sherali.toshmurodov@undp.org The Procurement Unit will respond to all queries (if any) without identifying the source of inquiry. Answers will be published on the link mentioned above
- Each email should be less than 5 MB; emails over this size will not be received to the above mentioned account.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

TERMS OF REFERENCE

ELECTRICAL ENGINEER - Training Project, Sulaymaniyah, IRAQ NATIONAL CONSULTANCY

Contract Period: 6 months

Estimated Starting Date: 1 June 2017

Duty Station: Sulaimaniyah, Kurdistan Iraq

1. Background:

Under the overall guidance of the Procurement Specialist and the Technical Manager (Training Project), the Electrical Engineer (EE) supports effective and smooth delivery of the Electricity Sector Reconstruction Project in Kurdistan, Iraq, funded by Japan International Cooperation Agency (JICA). UNDP Iraq reached the cost sharing agreement with the Regional Ministry of Electricity in Kurdistan (RMEK) where UNDP Iraq is to provide technical assistance to RMEK for managing procurement and supervising implementation works. This agreement is implemented through National Execution Modality, and RMEK maintains overall responsibility with the assistance of UNDP for all activities related to the Project.

Under this agreement with RMEK, there are eight subprojects, including the subproject -Establishment of Training Facilities for RMEK.
UNDP has established a Project Management Team (PMT) to provide overall technical and administrative services for the implementation and management of each subproject. PMT is led by the Procurement Specialist.

UNDP intends to obtain services of a National Electrical Engineer to assist the Electrical works associated with the Establishment of Training Facilities in RMEK. The Electrical Engineer is required to assist the Technical Manager in managing the Electrical works of Establishment of Training Facilities. The Electrical Engineer will be stationed in Sulaimaniyah city at RMEK Testing Facilities (TF).

2. Description of Responsibilities:

Under the authority of the UNDP-Iraq Procurement Specialist, the Technical Manager, the Electrical Engineer will be required to ensure successful implementation of the Establishment of Testing Facility in Sulaimaniyah focusing on achievement of the following results on behalf of RMEK and UNDP-Iraq PMT:

- To work at the office in RMEK's premises (Testing Facility), in Sulaimaniyah on a daily basis
- To work in close coordination with PMT and project team working in the 3 Governorates
- To provide technical input in managing receipt, installation, testing, commissioning and handover/takeover process of testing equipment supplied by an international contractor at testing facility in Sulaimaniyah
- To review and get familiarized with all technical specifications, Technical Data Sheets, etc of the testing equipment to be installed at the TF
- To review and get familiarized with designs, drawings, installation instructions, etc of the testing equipment
- To assist the Technical Manager in implementing the following activities:
  a. Receipt of the testing equipment upon delivery at the TF in consultation with RMEK counterpart engineers
  b. Preparation of Receipt/Acceptance report for each equipment delivered to TF to effect payment to the contractor.
  c. Preparation of room/building layout of all major equipment for installation in TF in consultation with other Governorate engineers and RMEK engineers.

d. Submission of proposals for installation of equipment to the Contractor and finalize locations/ layout arrangements.
e. Assist the contractor in installation of the equipment with power supply (AC and DC as required).
f. Witness the testing and commissioning of the equipment with the counterpart engineers.
g. Assist RMEK to accept/reject, takeover of the new equipment and the installation.
h. Assist RMEK to establish commencement of warranty period of the equipment.
i. Review of as built/installed drawings, including SLDs, layouts, etc.
j. Monitoring the installation progress and recommending progress payments against work completed.
k. Monitor the contractor's work safety record.
l. Take digital photographs and prepare weekly/monthly progress reports and milestone reports and submit to the Technical Manager.
m. Prepare preliminary defect list of any defective work one month before handover date and the start of the warranty period, allowing sufficient time for the Contractor to rectify all defects.
n. At the completion of the installation activities the Electrical Engineer shall provide a preliminary report.
o. Prepare project completion report

• To arrange and participate in regular meetings with RMEK and contractors to ensure successful and timely implementation of the project scope

3. Facilities to be provided

a. Office facility
RMEK will provide an appropriate office space in each Governorate at the Testing Facility for the Consultant.

b. Office Supplies and computer printing facilities
UNDP will provide office supplies and printer facilities in the office premises provided by RMEK.

c. Communications Facilities
Communication requirements, including internet connections need to be included in the offer.

d. Transport
UNDP will provide necessary transport facilities to travel to the other Governorates as required.

4. Payment Method

Payments shall be effected on a monthly basis based on deliverables. Payments related to travel costs including tickets, lodging and terminal expenses shall be paid on reimbursement basis. In the case of unforeseeable travel, it should be agreed upon, between UNDP project manager and the consultant, prior to travel.

5. Key Performance Indicators during implementation of Services

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

- Timely and successful coordination with relevant parties.
- Monthly progress reports.

6. Reporting

The Consultant shall report directly to PMT Project Manager/Technical Manager.

7. Travel Plan and Schedule of Work

#	Country / City	Total No. of Trips	Total No. of WDs
1.	Sulaimaniyah, Iraq		
2.	Sulaimaniyah - Erbil	7	14
	Total	**7**	**14**

8. Competencies:

Corporate Competencies:

- Organizational Awareness
- Developing and Empowering People / Coaching and Mentoring
- Working in Teams
- Communicating Information and Ideas
- Self-management and Emotional intelligence
- Conflict Management / Negotiating and Resolving Disagreements
- Knowledge Sharing / Continuous Learning
- Appropriate and Transparent Decision Making

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Knowledge of international standards, specifically for Electrical works related to electrical equipment
- Good computer knowledge in Microsoft Office applications especially Microsoft Word and Excel
- Good writing and drafting abilities for the purpose of writing clear and concise reports
- Proven and demonstrated technical abilities in the required field of expertise in addition to good interpersonal skills and the ability to work in a multi-cultural environment.

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including financial data management support, reporting, and logistics.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of Results Management Guide and Toolkit

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

9. Qualifications:

Education Required:

University degree in Electrical engineering with professional qualifications from a recognized engineering institution/society as a professional engineer

Experience Required:

At least 12 years experience as an Electrical engineer in the electrical industry, implementation of electricity sector projects, procurement of materials & equipment, design, planning, etc. Specific skills and expertise shall include the following:

- Experience in supervision/monitoring of implementation works of electricity sector projects
- Experience in assessing quality of materials, equipment and recommendations in accepting/rejecting them
- Management experience of contractors executing power sector projects
- Experience in supervision of electrical equipment installation following design, drawings, layouts, etc
- Experience in testing, commissioning and energizing of electrical equipment installations
- Experience in taking over works from contractors, identification of defects and preparation of takeover certificates
- Experience in handling warranty issues of equipment and works carried out by the contractor
- Experience in checking, recommending invoices from the contractors for payment
- Knowledge of international standards, specifically for electrical equipment, installation and testing procedures
- Preparation of work progress reports, monthly, weekly, milestone, etc
- Previous work experience in UN Iraq or other international organizations would be an asset

Language Requirements:

Shall be fluent in the English, Arabic or Kurdish with excellent writing abilities

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Documents to be included when submitting the Proposal:

1- Technical Proposal: (which will include the following):

Technical Proposal:
(This will include the following):

- Signed Template Confirmation of Interest and Submission of Financial Proposal. (Please use Annex 1);
- A letter explaining why he/she considers himself/herself the most suitable candidate for the work;
- Personal CV including past experience in similar projects and at least 3 references. Please Use the attached (P11 Form Only) CV Form – Annex 2 attached. (UNDP-Iraq reserves the right to disqualify any of CVs who are not compliant with the requested form);
- A language assessment will be conducted [if needed] for verifying fluency in Kurdish and English;

2- 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 delivery of the services specified in the TOR. A breakdown of this lump sum amount (including travel, per diems) is to be provided by the IC candidate.

Please use Annex 1.

3- Travel:

All envisaged travel as per the TOR shall be included in the financial proposal. This includes all travels and living allowances and any other expenses. In General, UNDP does not accept travel costs exceeding UNDP DSA rates.

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.

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: This will be part of the technical proposal

a) University degree in electrical engineering with professional qualifications from a recognized engineering institution as a professional engineer.
b) The candidate must have at least 12 years' experience in the electricity industry/consultancy, implementation of electricity sector projects, procurement of materials & equipment, design, planning, etc.
c) Experience in supervision of electrical equipment installation following design, drawings, layouts, etc
d) Experience in testing, commissioning and energizing of electrical equipment installations
e) Experience in taking over works from contractors, identification of defects and preparation of takeover certificates.
f) Experience in handling warranty issues of equipment and works carried out by the contractor
g)
h) Knowledge of international standards, specifically for electrical equipment, installation and testing procedures
i) Willingness to obtain the required security courses as applicable through the website.
j) Subject to security requirement, the IC must pass the Security Awareness Induction Training (SAIT) in case if any travel is required to Iraq.
k) 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.
l) Ability to travel inside Iraq.
m) Acceptance of IC General Terms and Conditions.

The Individual consultant will be evaluated based on the following methodology:

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

	Criteria	**Max. Point 100**	**Weight**
Technical	**Relevance and responsiveness of candidate's past experience and qualification based on submitted documents:** • At least 12 years of experience in the electricity industry/ consultancy, implementation of electricity sector projects, procurement of materials & equipment, design, planning, etc. – **20 Points.** • Experience in testing, commissioning and energizing of electrical equipment installations - **20 Points**. • Knowledge of international standards, specifically for electrical equipment, installation and testing procedures -**20 Points.** • Experience in taking over works from contractors, identification of defects and preparation of takeover certificates - **20 Points** • BSc degree in electrical engineering with professional qualifications from a recognized engineering institution/society as a professional engineer - **10 Points.** • Fluency in English and Kurdish– **10 Points.**	**100 Points**	**70%**
F	**Lowest Offer / Offer*100**		**30%**
	Total Score = (Technical Score * 0.7 + Financial Score * 0.3)		

Weight Per Technical Competence	
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.

Annex 1: Submission Form Confirmation of Interest and Submission of Financial Proposal
Annex 2 – CV Form (P11 for SCs and ICs)
Annex 3 – Individual Consultant General Terms and Conditions