



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC/060/17

Operations & Maintenance Engineer - Training Project, Sulaimaniyah, IRAQ
National Consultant

Date: 3 May 2017

Description of the assignment:	Procurement of Individual Contractor: Operations & Maintenance Engineer
Duty Station:	Erbil, Iraq
Period of assignment/services:	10 months
Estimated Starting Date:	1 June 2017
Proposals should be submitted:	Not later than 20 May 2017, 17:00 (Iraq time)

Important Notices:

- Application documents are published on the following link: <http://procurement-notice.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-060/17**” 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 - IRQ10/IC-060/17

Operation & Maintenance Engineer - Buildings - Training Project, Sulaimaniyah, Iraq National Consultancy

Contract Period: 10 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 Operation & Maintenance (O&M) Engineer 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 Operation & Maintenance Engineer to assist the Building operation and maintenance works for the Training Facilities of RMEK. The O&M Engineer is required to assist the Technical Manager in managing the building O&M works of 3 Training Facilities. The O&M Engineer will be stationed in Sulaimaniyah city at RMEK DG Office/Testing Facilities (TF).

2. Description of Responsibilities:

Under the authority of the UNDP-Iraq Project Manager, the Technical Manager, the O&M Engineer will be required to ensure successful implementation of the tasks related to operation and maintenance of building structures of Testing Facility in Sulaimaniyah, Erbil and Dohuk focusing on achievement of the following results on behalf of RMEK and UNDP-Iraq PMT:

- To work at the office in RMEK's premises (DG office /Testing Facility), in Sulaimaniyah on a daily basis.
- To work in close coordination with PMT and project team working in the 3 Governorates
- To get familiarized with the contract for construction of 3 testing facilities in the 3 Governorates
- To review and get familiarized with the technical specifications, BoQs, as built drawings of the above contract
- To review the Substantial Completion Certificates of all TFs along with Punch Lists and supervision/monitoring of rectification activities during the defect liability period
- To support the equipment installation teams as required in fixing/installing the heavy duty equipment at TFs under Lot 2 contract, by providing design/input for minor modifications to completed facilities
- To identify any additional works at TFs for the completion of equipment installation works, including minor civil, electrical and mechanical works so that the overall facility is in satisfactory operational condition

- To prepare brief technical specifications in conducting such additional work
- To prepare cost estimates for such minor works in consultation with RMEK engineers
- To Identify any new defects of the buildings/structures (outside punch list) during the defect liability period and make arrangements to rectify them by the Contractor (Package 1)
- To prepare BoQ, technical specifications and drawings as applicable in rectifying such new defects by the contractor and supervise the work in consultation with RMEK counterpart engineers
- To address issues related to warranty of the equipment (ACs, boilers, pumps, etc) related to building works
- To assist the Governorate TF teams to arrange outdoor Test/training areas to conduct field training with the assistance of Lot 2 contractor's Safety Engineer
- To assist other (UNDP) Project Engineers - Equipment Engineer and the SCADA Engineer of the Governorate in following the funding agency guidelines/procedures during implementation of the project
- To assist the Technical Manager in implementing the following activities:
 - a. Take digital photographs and prepare monthly progress reports and milestone reports and submit to the Technical Manager.
 - b. At the completion of the defect liability period the O&M Engineer shall provide a preliminary report.
 - c. Prepare the project completion report
- To arrange and participate in regular meetings with RMEK to ensure successful and timely implementation of the overall project scope

3. Facilities to be provided

a. Office facility

RMEK will provide an appropriate office space in each Governorate at the DG office/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

Cost of travelling to the other Governorates as specified under Item 7 below needs to be included in the Offer.

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 - Sulaimaniyah	10	20
3.	Sulaimaniyah – Dohuk - Sulaimaniyah	10	20
	Total	20	40

8. Competencies:

Corporate Competencies

- Demonstrates commitment to UNDP's vision, mission and values;
- Promotes the vision, mission and strategic goals of UNDP;
- 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 civil works related to building works;
- 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 Civil Engineering with professional qualifications from a recognized engineering institution/society as a professional engineer

Experience Required:

At least 15 years experience as a civil engineer in the construction industry including buildings, access roads, internal roads, water supply, drainage, sewerage, etc and related services. Specific skills and expertise shall include the following:

- Experience in supervision/monitoring of implementation works of civil/building sector projects
- Knowledge of international standards, specifically for civil works related to building construction
- Experience in design, preparation of BoQ, estimated costs of civil structures/buildings
- Experience in assessing quality of materials, equipment and recommendations in accepting/rejecting them
- Management experience of contractors executing building sector projects
- Experience in supervision of building plant (ACs, boilers, pumps, etc) installation following design, drawings, layouts, etc
- 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
- Experience in coordinating project works with clients, contractors and team members
- Familiar with the maintenance of buildings, utility services, roads, etc
- Experience in refurbishment/renovation of buildings and associated facilities
- 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

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 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);
- Sample construction progress reports of previous work in English, if available;
- An assessment will be conducted [if needed] for the purpose of verifying knowledge of civil engineering and fluency in Kurdish and English;

2- Financial proposal:

The financial proposal will specify professional monthly fees amount and reimbursable costs including total 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 total amount (including travel, per diems) is to be provided by offeror in Annex 1 A.

3- Travel:

All envisaged travel as per the TOR shall be included in the financial offer Annex-1.

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

Individual consultants will be evaluated based on the Cumulative analysis.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined

- as responsive/compliant/acceptable;
- and having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%).

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment

Minimum requirements: This will be part of the technical evaluation

- a) University degree in civil engineering with professional qualifications from a recognized engineering institution as a professional engineer.
- b) The candidate must have at least 15 years' experience in the civil engineering sector works/consultancy, implementation of civil sector projects, procurement of materials & equipment, design, planning, etc.
- c) Experience in supervision of building construction following design, drawings, layouts, etc
- d) Experience/familiar in testing, commissioning of electrical plant/installations for buildings
- e) Experience in taking over works from contractors, identification of defects and preparation of takeover certificates.
- f) Experience in handling warranty issues of plant & equipment and works carried out by contractors
- g) Good Knowledge of international standards and technical specifications for construction of civil structures/buildings
- h) Willingness to obtain the required security courses as applicable through the website.
- i) Subject to security requirement, the IC must pass the Security Awareness Induction Training (SAIT) in case if any travel is required to Iraq.
- j) 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.
- k) Ability to travel inside Iraq.
- l) 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: <ul style="list-style-type: none">At least 15 years of experience in the civil engineering sector works/consultancy, implementation of civil sector projects, procurement of materials & equipment, design, planning, etc. – 20 Points.At least 5 experience in construction project management, contracts management and site engineering support – 20 PointsExperience in supervising civil engineering works related to electrical industry work and familiar with testing, commissioning and energizing of electrical equipment installations - 10 Points.Knowledge of international standards, technical specifications, specifically for civil structures, buildings -10 Points.Experience in taking over works from contractors, identification and preparation of defects lists and preparation of takeover certificates - 20 PointsBSc degree in civil 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%
	Financial		
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