

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Q-IC-063/17 – National Consultant - National Urban Planning Specialist
for UNHABITAT IRAQ

Date: 4th of May 2017

Description of assignment: Consultative Services for National Consultant as Urban Planning Specialist for UNHABITAT IRAQ

Type of Consultancy: National Post;

Duty Station: Baghdad, Iraq with travels to other location as needed by the project and approval from UNHABITAT Management.

Period of assignment/services: 152 Working Days - Over a period of 7 Months.

Estimated Starting Date: 1 June – 31 Dec 2017

Proposals should be submitted to the following e-mail address no later than **COB 17th of May 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:

The National Development Plan (NDP) 2013-2017 recognized that spatial disparities are increasing among Iraqi governorates, especially between rural and urban areas, intensifying the duality in spatial development in Iraq and maintaining the inherited underdevelopment of rural areas. Recognizing the significance of the gravitational force of sectoral growth poles such as industry, energy, agriculture and tourism, and with the aim to eliminate regional spatial disparity, the NDP adopted the following Spatial Development Vision: “Achieving sustainable and comprehensive spatial development that guarantees the chance to access basic services and infrastructure in all Iraqi governorates reduces the developmental gap between urban and rural areas and makes better investments in natural resources and in the relative potential of each region and governorate. This will achieve a spatial developmental balance commensurate with the needs, potential and comparative advantage of the different Iraqi regions and governorates and responds to the spatial development duality, overcrowding and prevailing economic activity”.

The EU-funded multi-agency Local Area Development Programme (LADP) led by UNDP undertook a first stocktaking exercise with the Iraqi Ministry of Planning and five Governorates in November 2010 to identify needs in local development planning and service delivery, followed by the development of Integrated Annual Provincial Plans (IPAP) in the five pilot Governorates of Basra, Missan, Thi-Qar, Babylon and Sulaymaniya.

The new phase of the programme (LADP II) aims at strengthening good governance in Iraq by improving the delivery of public services, through effective planning and implementation processes at governorate level, reflected in budgetary allocation processes at the Federal level. The programme is expected to increasing the capacity for monitoring, coordination between the centre and the regional governorates, localizing urban development strategies, sectoral/spatial planning and implementation in the fields of urbanization and structural planning at governorate level, land allocation and site selection for development project, which will ultimately result in higher budget execution and service delivery, as well as improved sector wide planning.

To help the Iraqi government in the realization of its Spatial Development Vision, UN-HABITAT is

currently developing a GIS-based land inventory and land management strategy for each Governorate. Intensive efforts will be exerted to establish a Decision Support Unit (DSU) within the directorates of planning that will be responsible for the creation of an integrated spatial data bank at the governorate level. The units will also provide spatial and strategic decision making support to the governor and other decision makers, improving their capacity to develop and apply modern standards of urban and rural development.

2. Purpose of the assignment:

The main purpose of the assignment is to work closely and in collaboration with the Ministry of Municipalities and public works (MoMPW) and Ministry of Planning (MOP) in Bagdad, particularly the “Coordination Team” for drafting Iraq National Urban Strategy and the ongoing work on Informal Settlements as well as liaising with the 18 governorates in drafting their respective Governorate Urban Strategies.

3. Duties and responsibilities:

Under the overall supervision of the Head of Iraq programme and in close cooperation with the Project Leader, the **Urban Planning Specialist** will be expected to lead the following activities:

- Provide substantive technical on-the-job assistance and guidance to MOP/ coordination team in the formulation and drafting of Spatial and Urban strategies within the context of the National Urban Strategy, and also providing support to MoMPW on informal settlements; as applicable.
- Provide substantive inputs to ongoing work at the National level on developing instruments for guiding planning policy development at the governorate level.
- Assist in strengthening the skills and experience of counterparts through the identification of relevant training needs,
- Promote and strengthening coordination between the national and local levels of government as well as between governorates.
- Contribute to thematic documents and urban sectoral issues with the aim at policy formulation and institutional support mechanism
- Act as a liaison person for UN-Habitat with the national counterparts, as necessary.
- Engage relevant actors at the national level with a view to simulation discussions and ideas towards a National Spatial Plan for Iraq that is line with the National Urban Strategy and UN-Habitat’s New Urban Agenda.
- Provide support to outreach events (at national and governorates levels) with key stakeholders and legal experts to advocate for the critical suggested legal reforms
- Assist in working with the political champion (MoMPW as line ministry) to support the adoption of the legislation by the government
- Assist in capacity building programme on the enforcement of the new legislation, in collaboration with national and local authorities in addition to civil society organizations, Ministries of Justice and Interior
- Conducting Legal training sessions at national and pilot governorates levels on the implementation of the new legal framework
- Assist in the Capacity building workshops to sensitize and strengthen the capacity of governorates staff in the process used to identify, map and classify informal settlements
- Assist in the Draft of the three governorate programmes for the regularization and rehabilitation of informal and IDPs settlements (Requirements of housing, Infrastructure, services and Socio-economic development projects), and assist in the Development of Five-Year Programme in each governorate, including detailed costing plans for the first year.
- Given the overall capacity development aspect of the programme, the Consultant will ensure that the above tasks are conducted in a highly participatory way to stimulate counterparts’ responsiveness and ownership.

4. Deliverables and outputs:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNHABITAT 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.

| Output/ Deliverables | Location | Target Date | Payment % (US\$) |
|--|---------------|---------------------|----------------------------|
| 1. Production of legal manual to streamline implementation of the new legal framework and relevant regulations on informal settlements. | Baghdad, Iraq | 1 Jun – 31 Dec 2017 | Monthly instalments 14.28% |
| 2. Provide monthly progress reports and inputs to progress reports for LADPII and on the ongoing informal settlement programme as necessary. | | | |
| TOTAL: | | | 100% |

5. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above [3. Duties and responsibilities]. 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.

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 will work closely with the UN-HABITAT project Lead and team, other project consultants, MoP, Directors of Planning at the Governorate's in relation to LADPII
- Assist in the development of Outputs and Deliverables of the project/programmes.

8. Travel Plan:

No travel is required at this stage.

9. Time Line:

- The consultancy will be based in Baghdad, Iraq with expected travels to other locations as needed and upon the approval of the project manager
- Consultancy will be for a total of 152 Working days over a period of 7 Months to start by 1 June 2017 till 31 Dec 2017.
- 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:
 - UNHABITAT-IRAQ will provide an appropriate office inside the UN Compound in Baghdad/ Iraq.
 - 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: UNHABITAT-IRAQ will provide office supplies and printer facilities only inside the UNHABITAT-IRAQ office premises in Baghdad, Iraq.
- c) Communication Facilities: UNHABITAT-IRAQ will provide access to internet during consultant presence in Baghdad [UN Compound/ Mission] through this assignment.
- d) In case if the consultant were provided with lodging [Hotel Accommodation], the UNDP rules for the Daily living allowance will applied to the rates.

12. Qualifications and Requirements:

A. Education:

- University degree:
Bachelor degree in architecture, urban planning, geography, engineering, urban economics or other relevant discipline;

B. Work Experience:

- At least 10 years of practical experience in related fields, preferably in the Arab region;
- Good working knowledge of Spatial Planning and other relevant legislation within the field of urban and spatial planning
- Ability in report writing and production of legal manual of relevant regulations on informal settlements.
- Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners;
- Experience with working with government institutions at national and local level;
- Proficiency in both spoken and written English and Arabic
- Good analytical, solution defining and creative skills
- It is essential that the candidate be able to meet deadlines for reporting and all project work.
- Excellent reporting and writing skills.

C. Language:

- Proficiency in spoken and written English – Arabic.

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 **3. Duties and responsibilities**)

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. Bachelor degree in architecture, urban planning, geography, engineering, urban economics or other relevant field of studies is required.
2. A minimum of ten years' experience in urban planning or any related field, preferably in the Arab region, is required.
3. Experience with working with government institutions at national and local level;
4. Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners
5. Proficiency in both spoken and written Arabic and English is required.
6. Willingness to obtain Basic Security in the Field II course (BSIF-II) and Advanced Security in the Field (ASIF) through the following link:
<https://training.dss.un.org/consultants/index.php>
7. If the applicant is of 62 years old and more, please confirm willingness to go through a full medical exam including x-rays at the applicant's own cost from a recognized UN doctor. Address of doctors will be provided by UNDP.
8. Acceptance of Individual Consultant 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 | Criteria A: relevance and responsiveness of candidate’s past experience, Qualification based on submitted documents: <ul style="list-style-type: none">Academic qualification (Bachelor degree in architecture, urban planning or urban economics) 15 pointsAt least 10 years of practical experience in urban planning or related fields, preferably in the Arab region. 25 pointsExperience with working with government institutions. 10 pointsAbility in report writing and production of legal manual of relevant regulations on informal settlements. 10 points | 60 Points | 70% |
| | Criteria B: relevance and responsiveness of candidate’s approach, technical proposal and submitted work plan and Methodologies: <ul style="list-style-type: none">Time plan, methodology on how the consultant will conduct the required tasks; (20 points)English writing skills. 10 points.Arabic writing skills. 10 points. | 40 Points | |
| Financial | <u>Lowest Offer / Offer*100</u> | | 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. |

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.