



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC/082/17**

Information and Reporting Analyst – International Consultancy

Date: 21 June 2017

Description of the assignment:	Procurement of Individual Contractor: Information and Reporting Analyst
Duty Station:	Erbil, Iraq
Period of assignment/services:	100 WDs over 5 months
Estimated Starting Date:	1 August 2017
Proposals should be submitted:	<i>Not later than 30 June 2017, 17:00 (Iraq time)</i>

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-082/17**” 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 responses, without identifying the source of inquiry will be posted 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

Information and Reporting Analyst

Contract Period: 100 days over 5 months

Estimated Starting Date: 1 August 2017

Duty Station: Home based and Basra, Iraq

1. Background:

In line with the United Nations Development Assistant Framework (UNDAF) to the Government of Iraq, and with on-going efforts to partner with the Government of Iraq for the enhancement of the Iraqi private sector, UNDP Iraq's Inclusive Growth & Private Sector Development (IGPSD) cluster has entered into a partnership with Shell Iraq Petroleum Development B.V. (Shell) to engage in community development activities in the Majnoon Oil Field area, including vocational training and small business development.

International Oil Companies (IOCs) operating in Basrah and throughout Iraq are strongly encouraged to maximize their hiring of Iraqi employees and use of goods and services supplied locally, as well as extend efforts to support a sustainable and inclusive local economic development. However this has proven difficult as economic difficulties, insecurity and conflict experienced by Iraq over the previous 30 years have depleted the nation's supply of skilled labour and its small business base, and affected the livelihoods and access to basic services, especially for the poor, disadvantaged or otherwise vulnerable people and communities.

In addition, UNDP have signed a Memorandum of Understanding with Basra Governorate (Compact Agreement) that sets the framework of future cooperation between UNDP and the governorate under several thematic areas. One of the key areas is to promote private sector development, which requires skilled labour force including high quality vocational training that would increase employment and economic opportunities. As such, UNDP Iraq seeks an international consultant- Information and Reporting Analyst to serve under the overall supervision of the Programme Manager, Inclusive Growth and Private Sector Development; and in coordination with members of UNDP's Basra Office and with other relevant counterparts, to provide information analysis and reporting assistance, that assist technical experts and counterparts in supporting the development of private sector, vocational training and employability especially under the oil and gas sector.

2. Description of Responsibilities:

The Information and Reporting Analyst, under the supervision of Programme Manager - Inclusive Growth & Private Sector Development, will carry out the following activities:

- Conduct assessments for selected organizations/units.
- Provide technical advice on specific vocational training standards, with possible improvement or twinning approaches.
- Participate, where possible, in engagement with project stakeholders including, but not restricted to government, private sector, civil society, and community actors;
- Coordinate and/or provide technical support to assessments, studies, and community consultations, as required;
- Conduct consultation processes as needed
- Assist in strategies and documents for CSR Programming
- Work closely with the national programme support specialist for local information and arrangements

- Prepare, as necessary, concept notes and proposals for resource mobilization and project identification;
- Conduct Validation Workshops with stake holders. (New)
- Other tasks, as required, relating to institutional and capacity building.

3. Expected Outputs and Deliverables

The following outputs will be expected from the Information and Reporting Analyst:

OUTPUTS	TARGET DUE DATE	APPROVALS REQUIRED
Editorial success stories from UNDP Shell partnership	August – December 2017	Programme Manager
Pamphlet design and draft for Partnership Activities	August 2017	Programme Manager
Data report on investment in Basra Governorate	September 2017	Programme Manager
Ad hoc reporting	As Needed	Programme Manager
Concept Notes	As needed	Programme Manager
Quarterly Report (Q3 2017)	October 2017	Programme Manager
Data report on vocational training centres	November 2017	Programme Manager
Quarterly Report (Q4 2017)	December 2017	Programme Manager

4. Facilities to be provided

UNDP Iraq will support the Information and Reporting Analyst with a national officer to support the field visits and information, and office space and accommodation at UNDP premises in Basra, during his/her time in Iraq. If unavailable, suitable accommodation will be provided in a secured hotel.

5. Payment Terms

The consultant shall be paid on a daily rate basis, for actual days worked. Payment shall be made monthly, subject to satisfactory completion of deliverables/milestones and acceptance by UNDP. The living allowance, air tickets for two travels minimum, and all other related expenses should be embedded within the professional daily fee.

6. Key Performance Indicators during implementation of Services

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

- completion of tasks within set deadlines
- accuracy of data analysis and reports
- quality of work/outputs

7. Reporting

The Consultant shall report directly to Programme Manager - Inclusive Growth & Private Sector Development.

8. Travel Plan and Schedule of Work

The Information and Reporting Analyst will be home based but mostly in Basra Iraq. This is estimated at, on average, 20 WDs per month. It is anticipated to have 80 WDs in Iraq and 20 WDs home-based for a total of 100 WDs over 5 months. The consultancy is expected to begin around 1st August 2017 and finish on 31st December 2017.

#	Country / City	Total No. of Trips	Total No. of WDs
1.	Basra (Home – Basra – Home)	1	40

2.	Home		10
3.	Basra (Home – Basra – Home)	1	40
4.	Home		10
	Total	2	100

9. 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

- Robust analytic skills to identify issues and solutions.
- Leadership and self-management;
- Focus on results and respond positively to feedback;
- Demonstrate openness to change and ability to manage complexity;
- Team spirit and excellent interpersonal skills;
- Ability to adapt to a multi-cultural working environment
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired Skills;
- 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;
- Demonstrates openness to change and ability to manage complexities;

10. Qualifications

Education Required:

- Master's degree in economics, social sciences or related fields

Experience Required:

- 2 years' experience in socio-economic data collection and analysis.
- Experience in conducting organizational assessments or field studies and consultations;
- Experience in preparing reports and/or concept notes and project proposals;
- Experience of development in insecure settings;
- Experience of development in the Iraqi context; and
- Knowledge of the UN system, its ways of working and specific language is an asset.

Language Requirements:

- Fluent in English

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;
- P11 Form (Annex 2 attached). UNDP-Iraq reserves the right to disqualify any offeror whose CV is presented in the format provided)
- 3 references. (;

2- Financial proposal:

The financial proposal will specify each price component separately. A breakdown of this total amount (including travel, per diems) is to be provided by offeror in Annex 1A.

3- Travel:

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

In the case of unforeseeable travel during the contractual period, payment of travel costs including tickets, accommodation and terminal expenses should be agreed upon, between the Project Manager 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 financial offer being evaluated and the lowest priced offer received by UNDP for this assignment.

The Offer 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 2 years' experience in socio-economic data collection and analysis, etc. – 20 Points.• Experience in conducting organizational assessments or field studies and consultations - 20 Points.• Experience in preparing reports and/or concept notes and project proposal -20 Points.• Experience of development in the Iraqi context - 20 Points• Master's degree in economics, social sciences or related fields - 10 Points.	100 Points	70%

	• Fluency in English – 10 Points.		
F	<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.

Annex 1: Submission Form Confirmation of Interest and Submission of Financial Proposal

Annex 2 – CV Form (P11format)

Annex 3 – Individual Consultant General Terms and Conditions