



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**IRQ10/IC-077/17**

**Liaison Engineer, Basra, IRAQ National Consultant**

Date: 23 June 2017

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<b>Description of the assignment:</b>	Procurement of Individual Contractor: Monitoring Engineer
<b>Duty Station:</b>	Basra, Iraq
<b>Period of assignment/services:</b>	9 months
<b>Estimated Starting Date:</b>	16 July 2017
<b>Proposals should be submitted:</b>	Not later than 2 July 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](mailto:IC1.undp.iq@undp.org) by the deadline (It is a MUST to indicate the Procurement Notice Number “**IRQ10/IC-077/17**” 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](mailto: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](mailto: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-**  
**Liaison Engineer, Basra, Iraq National Consultancy**

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**Contract Period:** 9 months

**Estimated Starting Date:** 16 July 2017

**Duty Station:** Basra, Iraq

**1. Background:**

Under the overall guidance of the Inclusive Growth and Private Sector Development Portfolio where the Loan Management Unit (LMU) has been established to facilitate Official Development Assistance (ODA) Loan provided by Japan International Cooperation Agency (JICA) and used to fund development projects in Iraq. The LMU will monitor and verify the fiduciary compliance, including procurement and financial management, and physical verification of the activities and report to JICA and the Monitoring Committee. Also, to accelerate project implementation, the LMU will identify any bottlenecks and obstacles related to implementation of the projects and give guidance and advice to the implementing ministries/agencies in order to resolve these issues. This process will contribute to the capacity development of Project management Teams (PMTs) under each implementing ministry/agency. Under the direct supervision of the Procurement Specialist of LMU, the Liaison Engineer is responsible for coordinating Project Management Teams (PMTs), established in implementing ministries / agencies of GoI to implement the JICA loan funded projects, in order to closely monitor the project implementation and to enhance the LMU's daily communication with PMTs.

Also, the Liaison Engineer is responsible for conducting the physical verification of the activities on the ground through site/warehouse visits and meetings with PMTs. The number of projects can be around eight. Therefore, the Liaison Engineer is required to possess high communication skill and engineering background for physical verifications. The Liaison Engineer is also responsible for providing logistical support and backup to the LMU and any other support required ensuring the smooth and timely implementation of the loan projects. In order to achieve the effective and efficient functions of the Monitoring Committee, the Liaison Engineer will arrange the technical and follow-up meetings, prepare and circulate minutes, facilitate the activities of capacity development and fiduciary monitoring with the Monitoring Committee and the LMU.

**2. Description of Responsibilities:**

Under the authority of the UNDP-Iraq Project Manager the Liaison Engineer is responsible for the smooth coordination between the ODA Loan implementing PMTs and the Loan Management Unit on milestone events for projects and for conducting the physical verifications on activities on the ground through site/warehouse visits and meetings with PMTs to assure the transparency and accountability in compliance with the Iraqi and donor's requirements. The Liaison Engineer is specifically responsible for the following;

- Establish the communication mechanism to efficiently and effectively report to the Loan Management Unit on the activities and actions of the Monitoring Committee and establish the channels with ODA Loan implementing PMTs;
- Establish, develop, and maintain liaison and coordination with the implementing ministries / agencies (specifically PMTs);
- Develop a recommendation report to improve the PMTs performance and functionality;
- Advise and guide the PMTs to implement the recommendations in effective and efficient manners;
- Ensure the smooth and timely implementation of the loan projects through assisting the Loan Management Unit in identifying problems and bottlenecks and working with PMTs and the competent GoI institutions to solve them;

- Develop and organize the training program to tackle the bottlenecks and facilitate the training program in consultation with LMU;
- Arrange and lead necessary meetings at least once a month with each of the 8 ODA Loan PMTs to update the progresses of the project implementation on behalf of the Loan Management Unit and prepare the minutes;
- Consult with the donor and the Monitoring Committee to identify their concerns and address them to the concerned PMTs;
- Closely monitor project implementation by following up contract delivery/implementation schedules and observe site/warehouse deliveries and implementation progress;
- Conduct at least monthly physical verifications on project sites to ensure that projects are in comply with the donor's requirements as well as contractual technical requirements (specifications) and develop site visits report;
- Present the findings and recommendations based on site visits to the donor and the Monitoring Committee together with LMU or on behalf of the LMU, if required;
- Ensure the proper and timely submission of the procurement, financial and physical progress reports from implementing line ministries;
- Provide the facilitation of the activities of capacity development and fiduciary monitoring with the Monitoring Committee, the Loan Management Unit, implementing ministries / agencies and PMTs and the contracted consultants;
- Coordinate with the assigned team members within Loan Management Unit to share the updated information when required;
- Participate in the Monitoring Committee meetings to be held in Baghdad on a quarterly basis when required;
- Any other support required to ensure the smooth and timely implementation of the loan projects.

### **3. The Facilities**

#### **a. Office facility**

The Consultant is required to work as the homebased with frequent visit the counterparts' office and their project sites.

#### **b. Office Supplies and computer printing facilities**

UNDP will provide laptop; other office supplies and printer facilities shall be prepare by the Consultant.

#### **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.

Transportation inside Basra Governorate shall be included into the offer.

### **4. Payment Method**

Payments shall be effected on a monthly basis based on the Project Manger's approved attendance sheet with complying the above mentioned responsibilities. 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.
- Timely and successful submitting of Bi-weekly report, Site visit Report, Meeting reports and Feedback reports.

## 6. Reporting

The Consultant shall report directly to the Procurement Specialist of LMU.

## 7. Travel Plan and Schedule of Work

#	Country / City	Total No. of Trips	Total No. of Days
2.	Basra - Baghdad– Basra	8	40
3.	Basra - Erbil– Basra	2	10
	<b>Total</b>	<b>10</b>	<b>50</b>

## 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;

## 9. Qualifications

### Education Required:

- University degree in Electrical Engineering with professional qualifications from a recognized engineering institution/society as a professional engineer.
- Professional qualifications/certificates from a recognized learning institution for Contract and Procurement Management.

### Experience Required:

- At least 15 years' experience as an engineer in the construction and managing of large buildings and infrastructure projects and industry including buildings, water supply, drainage, sewerage, access roads, internal roads etc, and related services. Specific skills and expertise shall include the following:
- Experience to work and liaise with GoI or an international/bilateral development agency
- At least 5 years of experience in implementation of works for large buildings and infrastructure projects;
- Experience in supervision/monitoring of projects;
- Experience in GoI management system, including planning, procurement, financial, contract management and coordination with GoI senior officials
- Experience in design, preparation of BoQ, estimated costs of structures/buildings;
- Knowledge/working experience in procurement on the internationally accepted standards, such as World Bank, Asian Development Bank, FIDIC and JICA; international accepted certificate is an asset
- Experience in conducting physical verifications on project sites or working experiences of managing large infrastructure projects;
- Experience in Iraq water sector like water purification and networks;

- Management experience of contractors executing building sector projects
- Experience in coordinating between project team and international donors;
- Experience in 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 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 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 electrical engineering and fluency in Arabic 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.

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## 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 Electrical Engineering with professional qualifications from a recognized engineering institution as a professional engineer.
- b) Professional qualifications/certificates from a recognized learning institution for Contract, and Procurement Management.
- c) The candidate must have at least 15 years experience as an engineer in the construction and managing of large buildings and infrastructure projects and industry including buildings, water supply, drainage, sewerage, access roads, internal roads.
- d) Experience to work and liaise with GoI or an international/bilateral development agency
- e) At least 5 years of experience in implementation of works for large buildings and infrastructure projects;
- f) Experience in supervision/monitoring of projects;
- g) Knowledge of international standards, specifically for electrical works;
- h) Experience in design, preparation of BoQ, estimated costs of structures/buildings;
- i) Knowledge/working experience in procurement on the internationally accepted standards, such as World Bank, Asian Development Bank, FIDIC and JICA;
- j) Experience in conducting physical verifications on project sites or working experiences of managing large infrastructure projects;
- k) Experience in Iraq water sector like water purification and networks;
- l) Experience in coordinating between project team and international donors;
- m) Experience in preparation of work progress reports, monthly, weekly, milestone, etc
- n) Willingness to obtain the required security courses as applicable through the website.
- o) Subject to security requirement, the IC must pass the Security Awareness Induction Training (SAIT) in case if any travel is required to Iraq.
- p) 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.
- q) Ability to travel inside Iraq.
- r) 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	<b>Relevance and responsiveness of candidate's past experience and qualification based on submitted documents:</b> <ul style="list-style-type: none"><li>At least 15 years of experience in the Electrical engineering sector works/consultancy, implementation of civil sector projects, procurement of materials &amp; equipment, design, planning, etc. – <b>20 Points.</b></li><li>At least 5 years of experience in implementation of works for large buildings and infrastructure projects; - <b>10 Points</b></li><li>Experience to work and liaise with GoI or an international/bilateral development agency – <b>10 Points</b></li><li>Knowledge/working experience in procurement on the internationally accepted standards, such as World Bank, Asian Development Bank, FIDIC or JICA - <b>20 Points.</b></li><li>Experience in preparation of work progress reports, monthly, weekly, milestone, etc -<b>10 Points.</b></li><li>Experience in taking over works from contractors, identification and preparation of defects lists and preparation of takeover certificates - <b>10 Points</b></li><li>BSc degree in Electrical engineering with professional qualifications from a recognized engineering institution/society as a professional engineer - <b>10 Points.</b></li><li>Fluency in English and Arabic– <b>10 Points.</b></li></ul>	100 Points	70%
	Financial		
<b>Total Score = (Technical Score * 0.7 + Financial Score * 0.3)</b>			

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**