



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10/IC-097/17
INTERNATIONAL CONSULTANCY

Institutional Capacity Development and Training Business Process Expert.

Date: 12 August 2017

Description of the assignment:	Procurement of Individual Contractor: Monitoring Engineer
Duty Station:	Basra, Iraq
Period of assignment/services:	3 months
Estimated Starting Date:	10 September 2017
Proposals should be submitted:	Not later than 25 August 2017, 17:00 COB (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-079/17” 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-097/17

Institutional Capacity Development Specialist, Institutional Capacity Development and Training Business Process, Basra, Iraq. International Consultancy

Contract Period: 65 WDs over 3 months.

Estimated Starting Date: 10 September 2017

Duty Station: Basra, Iraq with Home base and travels to Amman/Jordan and Cairo/Egypt, if required

I. Background

The General Framework of Government of Iraq Programme 2014 - 2018 and UNDP Iraq Country Programme Document 2016 – 2020 set the Administrative and Financial Reform of the Government of Iraq institutions, including the state – owned enterprises, as one of the national development priorities, with the overall targets of enhancing institutional performance, ensuring optimal utilization of resources and improving the delivery of services. Achieving these targets will eventually strengthen the responsiveness, accountability and reliability of Government of Iraq and public institutions.

In this context, UNDP Iraq signed Memorandum of Understanding (MoU) with the General Company for Ports of Iraq (GCPI) to provide a framework of cooperation and collaboration intended to enhance GCPI's institutional capacity and business practices to meet international standards.

GCPI is a state – owned enterprise under the Ministry of Transportation and based in Al Basra Governorate, Southern Iraq. GCPI is the exclusive proprietor, administrator, operator and regulator of all the ports of Iraq (Umm Qasr Port, Khor Al Zubair Port, Al Ma'aqil Port and Abu Flous Port). However, since 2008, GCPI entered into several public – private partnerships (PPPs) with local and international companies to operate, upgrade and expand some berth, mostly under build – operate – transfer (BOT) agreements. Moreover, GCPI is responsible for managing and maintaining Iraq's waterways and navigational channels.

Under the above-mentioned MoU, UNDP and GCPI will establish a Joint Project Management Unit (JPMU), that will replace the current Learning Committee during the course of this project, to set a strategic plan of cooperation, identify areas where UNDP can technically support GCPI and develop relevant project documents for activities that have been identified under this partnership.

After extensive discussions, both parties identified specific areas of cooperation that will be incorporated into an executive programme. Of these specific areas, the following have been identified as priority:

- Developing the capacity of GCPI's Training Centre; and
- Improving training planning, design, delivery, and overall training business process management.

II. Objectives

The ultimate objective of this UNDP – GCPI partnership is to improve the institutional capacity and business practices of GCPI up to the international standards.

In the first stage, UNDP and GCPI intend to formulate a project to enhance the institutional capacity of the GCPI's Training Centre and the training business process.

The Capacity Development Specialist (the Consultant) is expected to review, conduct in – depth analyses and provide recommendations to achieve the objective of the first stage.

III. Duties and Responsibilities

Under the overall guidance of the Inclusive Growth and Private Sector Development Portfolio of UNDP Iraq and under the direct supervision of the UNDP Iraq Loan Management Unit (LMU), the Consultant will work closely with the LMU's Liaison Officer in Al Basra Governorate, in direct coordination and collaboration with the Learning Committee embedded in the GCPI Headquarters, the Director of GCPI's HR Division and the Director of GCPI's Training Centre

The Consultant will perform the following duties and tasks within the overall framework of the scope of services, outputs and deliverables, in coordination with the LMU, GCPI and the consulting firm that has been contracted to provide capacity development training to GCPI:

1. Conduct critical review and analysis of the current organizational structure, division of labour and duties and responsibilities of GCPI and provide recommendations to the "Learning Committee" – a joint working group for the project to be formulated soon, to ensure the optimal utilization of resources;
2. Review, in detail, and analyse the mandate, organizational structure, duties and responsibilities, mode of operation of GCPI's Training Centre and provide recommendations to enhance the overall training business process management;
3. Integrate the information on planned training from each division of GCPI, and review the annual training management plans specifically conducted in the Training Centre.
4. Identify the gaps between the current standard operating procedure for training process management and the optimal for in the Training Centre, and propose effective and efficient activities under the project in order to improve the institutional capacity of the Training Centre; and
5. Estimate the budget required for the above mentioned activity to be implemented under the project;

IV. Facilities to be Provided

1. Office Facilities

- UNDP will provide an appropriate office space for the Consultant in UNDP Basra Office.
- The Consultant work from GCPI Headquarters in Basra as required. GCPI will provide the required office space.
- UNDP will provide office supplies and printing services in UNDP office premises.
- The Consultant is responsible for providing his personal laptop.

2. Communications Facilities

- Communication requirements, including telephone should be included in the offer.

3. Transportation

- Flight tickets are the responsibility of the Consultant and shall be included in the offer.
- Transportations between the airport and accommodation will be provided by UNDP
- Transportation within Basra will be provided by UNDP

4. Accommodation

- Accommodation in Basra will be provided by UNDP, therefore, the quoted DSA shall not include the accommodation portion in the offer.

5. VISA

- UNDP will support the Consultant to obtain the visa to Iraq, but the visa fee shall be included in the offer.

6. Access to the Data/Documents

- UNDP will facilitate that the Consultant shall have access to GCPI internal documents, as much as the consultant assignment requires and will be able to interact with and meet GCPI staff in the course of performing the activities under this assignment.

V. Payment Method

The professional fee will be paid based on the deliverables. For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it the provided services and tasks/ deliverable and provision of a performance evaluation of the consultant on last payment.

The reimbursable cost will be paid in accordance with the actual costs approved by the Project Manager.

VI. Reporting and Key Deliverables

All deliverable and outputs shall be submitted to the Leader of the LMU

No.	Deliverables	Target date	
1	Inception report	20 Sep. 2017	20%
2	Report on review and analysis of the current training business process management of GCPI's Training Centre and identified gaps with recommendations to fill them.	31 Oct. 2017	30%
3	Integrated annual training management plan of GCPI, with recommendations and proposals, and	10 Nov. 2017	20%
4	Recommendation report on the project activities to improve the business process management of GCPI's Training Centers with estimated budget under the project to be formulated, and recommendations on the organizational structure, division of labour and duties and responsibilities of the Learning Committee to ensure the optimal utilization of resources	31 Nov. 2017	30%

VII. Location:

Duty station will be in Basra with some task to be delivered from home based. The Consultant may be required to travel to Amman - Jordan and/or to Cairo – Egypt to meet the consulting firm providing the capacity development trainings.

VIII. Travel Plan

#	Country / City	Total No. of Trips	Total No. of Nights
1.	Home based		23 days
2.	Jordan /Amman (if required)	1	2 days
3.	Cairo/Egypt (if required)	1	2 days
4.	Iraq / Basra	2	38 days

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 Consultant wish to travel on a higher class, he/she should do so using his or her own resources.

Furthermore, 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 Consultant, prior to travel and will be reimbursed.

Tentative Schedule

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SEP	Home																															
	Basra																															
OCT	Home																															
	Basra																															
NOV	Home																															
	Basra																															
DEC	Home																															
	Basra																															

IX. Key Performance Indicators During Implementation of Services

- Provision of comprehensive recommendation reports and strong reporting skills.
- Successful collection of inputs through two round consultations.
- Excellent communication skill (verbal communications to large public forums).
- Timely and successful coordination with relevant parties and submission of the reports.

X. Technical Proposal

- A letter explaining why he/she consider himself/herself the most suitable candidate for the work.
- A brief methodology on how he/she will approach and conduct the work including designed plan for completing the tasks comprising this set of activities.

XI. Competencies

1. Corporate Competencies

- (a) Demonstrates integrity by modeling the UN's values and ethical standards, and those of the partner organizations;
- (b) Promotes the vision, mission, and strategic goals of UNDP, and partner organizations; and
- (c) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

2. Functional Competencies

- (a) Excellent knowledge of the assignment's subject matter;
- (b) Demonstrates strong analytical skills;
- (c) Promotes team work, contributes towards building team consensus;
- (d) Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- (e) Consistently approaches work with energy and a positive, constructive attitude;
- (f) Good teamwork skills; and
- (g) Demonstrates openness to change and ability to manage complexities

3. Required Skills and Experience

Education:

- Master degree in Public Administration, Business Management, Maritime Management, Logistics, or other related field or Bachelor with professional certificate in the related field.

Experience:

- A minimum of 10 years of working experiences in institutional capacity development, institutional management and/or institutional reform , preferably in transitional economies;
- A minimum of 5 years working experience in logistics and/or administration
- Working experiences and understanding of training programme coordination
- In depth understanding and demonstrated capacity in capacity evaluation and capacity development planning
- Experience in coordination and collaboration with national counterparts and partners
- Knowledge of UNDP programme is an asset
- Specific experience in port management, operation and economics is preferable;
- Specific experience in SOE restructuring and reform is preferable; and
- Experience with Iraq context and Government of Iraq management system is an asset

Language

- Fluent English and Arabic

Selection Criteria:

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

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) Master degree in Public Administration, Business Management, Maritime Management, Logistics, or other related field or Bachelor with professional certificate in the related field.
- b) A minimum of 10 years of working experiences in institutional capacity development, institutional management and/or institutional reform , preferably in transitional economies;
- c) A minimum of 5 years working experience in logistics and/or administration
- d) Working experiences and understanding training programme coordination
- e) In depth understanding and demonstrated capacity in capacity evaluation and capacity development planning
- f) Ability and desire to work inside Iraq
- g) Familiarity and/or experience with Iraq context is an asset
- h) Excellent knowledge English language and Arabic
- i) Willingness to take the UN security training (if required)
- j) Willingness to obtain the required security courses as applicable through the website
- k) Willingness to do 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) Acceptance of IC General Terms and Conditions

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

<i>Criteria</i>		Max. Point 100	Weight
Technical	<u>Criteria A:</u> relevance and responsiveness of candidate's qualification and experience based on submitted documents <ul style="list-style-type: none">• A minimum of 10 years of working experiences in institutional capacity development, institutional management and/or institutional reform, preferably in transitional economies – 15 Points• A minimum of 5 years working experience in logistics and/or administration – 15 Points• Working experiences and understanding training programme coordination, In depth understanding and demonstrated capacity in capacity evaluation and capacity development planning – 15 points• Prior knowledge of Iraq, working experience in Iraq, knowledge of port management and experience with UN Agencies and especially UNDP practices would be important assets - 5 Points	50	70%

	<p>Criteria <u>B</u>: relevance and responsiveness of candidate's work approach and methodologies based on submitted documents as per asked clause X in TOR.</p> <ul style="list-style-type: none">• Have the important aspects of the task, including the gender aspects, been addressed in sufficient detail - 10 Points.• A well-considered and carefully designed plan for completing the tasks comprising this set of activities. - 20 Points.• Candidate's approach and proposed programme ensuring timely implementation. - 20 Points.	50	
<u>Financial</u>	<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 (P11 for ICs)

Annex 3: Individual Consultant General Terms and Conditions