



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**IRQ10/IC-098/17**  
**INTERNATIONAL CONSULTANCY**

**Private Sector Survey Data Evaluation, Analysis and Presentation Specialist**

**Date: 16 August 2017**

---

<b>Description of the assignment:</b>	Procurement of Individual Contractor: Monitoring Engineer
<b>Duty Station:</b>	Bagdad, Iraq with Home Base.
<b>Period of assignment/services:</b>	3 months
<b>Estimated Starting Date:</b>	15 September 2017
<b>Proposals should be submitted:</b>	Not later than 30 August 2017, 17:00 COB (Iraq time)

**Important Notices:**

- Application documents are published on the following link: <http://procurement-notices.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-098/17” 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-098/17

### **Private Sector Survey Data Evaluation, Analysis and Presentation Specialist. International Consultancy**

---

**Contract Period:** 65 WDs over 3 months.

**Estimated Starting Date:** 15 September 2017

**Duty Station:** Bagdad, Iraq with Home base and travels to Amman/Jordan if required.

#### **I. Background**

The Government of Iraq (GoI), with the support of UNDP, formulated the Private Sector Development Strategy 2014 - 2030 (PSDS), which has been launched by the Prime Minister in February 2015. PSDS be downloaded from: (<http://cabinet.iq/uploads/pdf/2015-3/2.pdf>)

The PSDS has the vision of “developing a viable and thriving national private sector, that is regionally competitive and globally integrated, led by the business community, which contributes to economic diversification, sustainable development and job creation”.

The vision and objectives of the PSDS will be achieved through activities described under 4 pillars: Pillar I, Understanding the Private Sector; Pillar II, Improving the Business Environment; Pillar III, The SME Development Programme and Pillar IV, Implementation Set - UP.

Pillar I objective is to make available to the GoI and the private sector accurate information on the formal and informal private sector for strategic planning and decision making purposes. This objective will be achieved through the following activities:

- Surveying the formal and informal private sector;
- Developing modern information systems for the GoI and private sector stakeholders and validating all data from surveys and other sources;
- Developing the capacity of the GoI and private sector stakeholders for utilizing information, planning, tracking progress and reporting; and
- Developing a network of local business registration centers.

To implement the PSDS, the GoI established the Private Sector Development Strategy Task Force (PSDS - TF), under which Working Group - 1 (WG - 1), chaired by the President of the Central Statistical Organization (CSO) of the Ministry of Planning (MoP) undertook the implementation of the activities of Pillar I.

WG - 1 started in April 2015 surveying the formal and informal private sector and completed surveying the industrial private sector in October 2015. The survey produced large amount of data with geographical distribution and industrial sub-sectors including companies' registration, status of operation, products, no. of workers, capital, status of equipment and machinery, production capacity, trademark, land and facility.

## **II. Duties and Responsibilities**

Under the overall guidance of the TF – PSDS and WG-1, the direct supervision of PSDS Project Manager and with the support of Loan Management Unit (LMU) of UNDP Iraq, the Consultant will be required to perform the following tasks:

1. Review the methodology and approach, including indicators, adopted to collect the existing data in the industrial sector with WG1 and evaluate its applicability in order to ensure the data is collected to serve the purpose of strategic planning and decision making purposes of GoI and the private sector;
2. Conduct review of the data the industrial private sector, which is already collected, evaluate data quality and consistency and produce an inception report including recommendations for improvement;
3. Present WG-1 and the relevant GoI and private sector entities a model case of other countries, preferably in the Middle East as well as propose a goal with sample outputs to be achieved through this Pillar 1 exercise;
4. Assist WG - 1 and the relevant GoI and private sector entities in improving the methodology and approach to ensure a unified approach with tools should be adopted in data collection, identifying deficiencies, and inconsistencies of the collected data and improving the quality to achieve the shared goal of Pillar 1 on the industrial private sector and for other private sub-sectors. ;
5. Develop an action plan (1) to agree with a unified methodology and approach with tools to be adopted in data collection, (2) to improve the already collected data, (3) data analysis, (4) key findings and recommendations as outcomes from data analysis, (5) establish a system of data processing, storage and updating (6) replication to other sectors, (7) relevant capacity building l;
6. Present and discuss the action plan with the WG – 1 to pave the way forward after obtaining the approval from the PSDS Project Manager
7. Set, in close consultation with WG - 1 and the LMU, basic parameters for the survey data that can be used to map the database of the private sector in line with users' needs;
8. Recommend the establishment of regular data updating process and an overall monitoring and evaluation system that ensures the validity and reliability of data and outputs;

Provide advice to WG - 1 on establishing and managing a national private sector data bank and databases that cover private sector actualities and activities

## **III. Facilities to be provided**

### **1. Office facility**

- UNDP will provide an appropriate office space in UNDP Baghdad office for the Consultant.
- The Consultant is also required to have frequent visits to the headquarters of Ministry of Planning in Baghdad, the office space will be provided by the Ministry of Planning.

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

- UNDP will provide office supplies and printer facilities in the office premises provided by UNDP in Iraq.
- The laptop is the responsibilities of the Consultant.

### **3. Communications Facilities**

- Communication requirements, including telephone and internet connections need to be included in the offer.

### **4. Transportation**

- Flight tickets from home to Baghdad is the responsibility of the Consultant and shall be included in the offer.

- Transportations between the airport and accommodation in Iraq will be provided by UNDP, but not the ones in Jordan
- Transportation inside Baghdad will be provided by UNDP

#### **5. Accommodation**

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

#### **6. VISA**

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

### **IV. 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 expenditures approved by the Project Manager.

### **V. Reporting and Key Deliverables**

No.	Deliverables	Target date	
1	Inception report on the preliminary review and evaluation of the methodology and approach as well as data collected and indicators extracted on the industrial private sector including the findings and recommendations	31 Sep. 2017	20%
2	Case study report for WG1 and the private sector to deepen the understanding on the tangible outputs of data collection exercise and to learn how to utilize these data	15 Oct. 2017	20%
3	Detailed action plan in line with Task 5, and survey data indicators in line with Task 7.	15 Nov. 2017	30%
4	Recommendation report on establishing a monitoring and evaluation system for data and outputs in line with Task 6 and observation of the capacity of the relevant GoI and private sector entities in line with Task 7 with some suggestion on the plan.	15 Dec. 2017	30%

### **VI. Location:**

Duty station to be in Baghdad with some task can be provided from home based, the Senior Specialist will be required to travel to Amman on a mission.

## VII. Travel Plan

#	Country / City	Total No. of Trips	Total No. of Nights
1.	Home based		24 days
2.	Jordan / Amman	1	3 days
3.	Iraq / Baghdad	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 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.

### 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
SE P	Home																															
	Amman																															
	Baghdad																															
OC T	Home																															
	Baghdad																															
NO V	Home																															
	Baghdad																															
DE C	Home																															
	Baghdad																															

## VIII. 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.

## IX. Technical Proposal

The applicant shall submit a technical proposal taking into the consideration the followings:

- 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 and well-considered and carefully designed plan for completing the tasks comprising this set of activities.

## X. Competencies

### 1. Core Competencies

- Demonstrates integrity and high ethical standards;

- Self starter with strong partnership building skills;
- Solution oriented, positive, constructive attitude and consistently approaches work with energy;
- Team spirit, demonstrates openness, ability to work with a team with different cultural backgrounds and with both public servants and private sector personnel;

## **2. Functional Competencies**

- In depth knowledge in statistic and informatics, private sector development and macroeconomics;
- Knowledge and experience with the fundamental principles of the United Nations official statistics; and
- Strong analytical aptitude, communication and presentation skills

## **3. Required Skills and Experience**

### Education:

- Master degree in Statistics, Informatics, Public Administration, Economics, Business Management or related field with equivalent professional experience

▪ .

### Experience:

- A minimum of 10 years of progressively responsible experience in private sector development, preferably in transitional economies;
- Familiarity and/or experience with Iraq context is an asset
- In depth understanding and demonstrated capacity in statistics, data processing, analysis and presentation, preferably of private sector, macroeconomics, national accounts and presentation of data and statistics; and
- Capacity evaluation and capacity development planning

### 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 Statistics, Informatics, Public Administration, Economics, Business Management or related field with equivalent professional experience
- b) A minimum of 10 years of progressively responsible experience in private sector development, preferably in transitional economies;
- c) A minimum of 5 years working experience in statistics and/or data analysis
- d) Working experience and demonstrated capacity in statistics, data processing, analysis and presentation, preferably of private sector, macroeconomics, national accounts and presentation of data and statistics;
- e) Ability and desire to work inside Iraq
- f) Familiarity and/or experience with Iraq context is an asset
- g) Excellent knowledge English language and Arabic
- h) Willingness to take the UN security training (if required)

- i) Willingness to obtain the required security courses as applicable through the website
- j) 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
- k) Acceptance of IC 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	<u>Criteria A:</u> relevance and responsiveness of candidate’s qualification and experience based on submitted documents <ul style="list-style-type: none"><li>• Master degree in Statistics, Informatics, Public Administration, Economics, Business Management or related field with equivalent professional experience – 5 points</li><li>• A minimum of 10 years of progressively responsible experience in private sector development, of which including the works in transitional economies – 10 Points</li><li>• A minimum of 5 years working experience in statistics and/or data analysis – 15 Points</li><li>• Working experience and demonstrated capacity in statistics, data processing, analysis and presentation, preferably of private sector, macroeconomics, national accounts and presentation of data and statistics – 15 Points</li><li>• Prior knowledge of Iraq, working experience in Iraq and experience with UN Agencies and especially UNDP practices would be important assets - 5 Points</li></ul>	50	70%
	<u>Criteria B:</u> relevance and responsiveness of candidate’s work approach and methodologies based on submitted documents <ul style="list-style-type: none"><li>• Have the important aspects of the task, including the gender aspects, been addressed in sufficient detail. - 10 Points.</li><li>• A well-considered and carefully designed plan for completing the tasks comprising this set of activities. - 20 Points.</li><li>• Candidate's approach and proposed programme ensuring timely implementation. - 20 Points.</li></ul>	50	
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.