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## TERMS OF REFERENCE

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### Senior Public Private Partnership Expert

<b>Project:</b>	Funding Facility for Economic Reform – KRG
<b>Description of assignment:</b>	Consultancy
<b>Post Level:</b>	International Individual Consultant
<b>Duty Station:</b>	Kurdistan Region of Iraq and Home-Based
<b>Period of assignment/services:</b>	50 WDs Over 3.5 months
<b>Estimated Starting Date:</b>	Feb 20 2018

#### Background

UNDP in partnership with Ministry of Planning of Kurdistan Regional Government has introduced Funding Facility for Economic Reform – KRG (FFER-KRG) which intend to support Kurdistan Regional Government (KRG) in ensuring the implementation of economic reform. FFER-KRG is positioned as financing instrument that will be used to channel high-caliber international expertise and support into top priority reform initiatives drawn from the KRG's newly adopted reform plan. The Facility will help to mobilize expertise for initiatives aimed at transforming and diversifying the region's economy, restructuring and strengthening public administration and public financial management, and improving the delivery of public goods, including basic services.

Due to the current economic and financial challenges that Kurdistan Region is facing, the government has been required to reduce its capital investment budget for the last few years and this has created major side effect on the public service delivery. To sustain the significant gains that the Kurdistan Region has achieved in promoting local and international investments and in expanding the supply of basic services, and to ensure the continuity of its development strategy. The Ministry of Planning of Kurdistan Regional Government of Iraq (KRG MoP) is undertaking major efforts to provide greater role for the private sector participation in providing services to citizens thorough the implementation of PPP modality. This effort will be conducted in partnership with all relevant partners and development of required policy and procedures and institutional structure to develop and implement PPP projects.

The objective of this assignment is to support KRG MoP with the development of PPP framework that establishes procedure, rules and institutional responsibilities to determine how the government select, implement and manage PPP Projects. Development of potential PPP proposals/projects with a high probability of success for service sectors that would attract private sector investment.

#### Scope of Work

The **PPP Expert** – under the direct guidance and coordination with KRG MoP Senior Management, will carry out the following activities but not necessarily be limited to:

- Review of legal documents that are relevant to PPP system to ensure an enabling environment for PPP system.
- Review the existing institutional arrangement that has been established to manage PPP system and provide support to improve as seen necessary.

- Conduct policy dialogue with relevant Governments departments to identify and address challenges in introducing PPP system.
- Develop PPP framework in coordination with KRG MOP and other stakeholders to guide government and private partners on each stage of developing and implementing a PPP Project.
- Advise on determining modalities of forming the MoP task teams to further explore relevant areas introducing necessary modifications.
- Develop a list of potential PPP projects that have high probability of success for service sectors with some detail of their economic impact.
- Present initial workplan to KRG MOP and continue the consultation at stages of the assignment
- Identify and conduct required capacity building trainings to KRG MOP staffs on the implementation of the PPP framework and identification of PPP Projects.
- Establishing a mechanism for engaging both the public and private sector to propose projects for PPP.
- Provide advice on the Procedure for Procurement of Public-Private Partnership developed by KRG MOP.

#### **Final Deliverables:**

#	Deliverables	Timeframe	Payment %
1	Substantive desk review before and during country mission. Consultation with KRG MoP, other line ministries and UNDP to identify expected results. Conducting institutional structure and capacity assessment.	Mar 15 <sup>th</sup> 2018	10%
2	First draft of PPP Framework that defines and identifies procedures, rules and institutional responsibilities that determine how the government selects, implements and manages PPP projects.	Apr 15 <sup>th</sup> 2018	20%
3	First draft of Report on Potential PPP Projects with analysis to fiscal and economic impacts	Apr 15 <sup>th</sup> 2018	
4	Final PPP Framework that defines and identifies procedures, rules and institutional responsibilities that determine how the government selects, implements and manages PPP projects.	May 17 <sup>th</sup> 2018	40%
5	Final Report on Potential PPP Projects with analysis to fiscal and economic impacts	May 17 <sup>th</sup> 2018	
6	Report on institutional reform required to better identification, prioritization and management of PPP Projects.	May 17 <sup>th</sup> 2018	
7	Training to KRG MOP staffs on the implementation of PPP Framework and project selection and prioritization	June 1 <sup>st</sup> 2018	20%
8	Progress reports	As Required	10%

### **Time and Method of payment**

- Payment shall be provided upon satisfactory completion of the deliverables as outlined in the table above. Payment requests submitted by the Consultant must be certified by FFER-KRG Project Manager
- 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 FFER-KRG Project Manager.

### **Logistical arrangement & Duty Station**

UNDP can support with issuance of Iraqi visas for official travel if required. The expert will be stationed mainly at KRG MoP office.

This assignment is on field mainly with 10 WDs home base. There will be two missions to Erbil; initial mission is for 15 WDs and the second mission is for 25 WDs.

### **Reporting:**

Overall management: The Consultant shall report directly to the FFER-KRG Project Manager to whom all deliverables should be provided within agreed timelines.

Task management: The Consultant shall report directly to the FFER-KRG Project Manager who will be his/ her task manager on a day- to- day basis.

### **Qualifications, Experience and Competencies of the successful contractor**

The **Senior PPP Expert** will require the following qualifications, experience, competencies and language skills. Only applicants who meet these criteria will be short-listed and will be contacted.

#### **A. Education and Professional Qualifications Required:**

- Master's Degree in Economics, Public Administration, Finance or related field.

#### **B. Experience Required:**

- A minimum of 7 years of relevant experience in public private partnerships of which at least 4 years are at international level
- Experience in conducting assessment and PPP Framework development
- Experience in providing capacity building on PPP and knowledge transfer
- Experience in preparing potential PPP projects for different sectors that were successfully implemented
- Experience in PPP Project Prioritization based on set of criteria.
- Experience with Kurdistan Regional Government of Iraq would be considered important assets

#### **C. Competencies Required:**

- Ability to lead strategic planning, results-based management and reporting;
- High analytical skills oriented towards problem-solve;
- Leadership and self-management;
- Focus on results and respond positively to feedback;
- Consistently approach work with energy and a positive attitude;

- Demonstrate openness for approaches to manage complexity;
- Team spirit and excellent interpersonal skills;
- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP and the UN; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

#### **D. Languages Required:**

- Excellent written and spoken English is a must.
- Knowledge of Kurdish is an asset.

*The Consultant should provide documented examples from previous assignments of proposed personnel related to deliverables in this Terms of Reference;*

#### **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):**

- 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 fluency in English;
- Sample reports of previous PPP work in English.
- 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 section 2 Scope of Work.

##### **B. Financial proposal:**

- Submission of 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.

#### **Criteria for Selection of the Best Offer**

The following criteria shall serve as basis for evaluating offers:

- Combined Scoring Method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted with a maximum of 30%.
- Only candidates obtaining a minimum of 70% points in the technical evaluation will be considered for financial evaluation.