

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Q-IC-002/18 – Trainer – Rule of Law/ UNDP Iraq  
[Re-Advertise of Procurement Notice IC136/17]

Date: 10<sup>th</sup> of Jan 2018

**Description of assignment:** Consultative Services for International Consultant as Trainer – Rule of Law/ UNDP Iraq;

**Type of Consultancy:** International Post;

**Duty Station:** Erbil, Iraq and travel to other location as needed.

**Period of assignment/services:** 12 Working Days - Over a period of 1 Month.

**Estimated Starting Date:** 7<sup>th</sup> till the 18<sup>th</sup> of Feb 2018

Proposals should be submitted to the following e-mail address no later than **COB 20<sup>th</sup> of January 2018 (Baghdad Time: +3 GMT):**

[IC1.undp.iq@undp.org](mailto:IC1.undp.iq@undp.org) . Please note the following:

- *It is a MUST to indicate the Procurement Notice Number in the e-mail subject line).*
- *Any request for clarification must be sent to the above e-mail address. The Procurement Unit will respond by e-mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate. Kindly be informed that the UN P11 Form ("CV Form," ref: Annex 2) must be completed. It is not permissible to submit a Curriculum Vitae in lieu of this form.*
- *Emails sent to the previously mentioned address shouldn't exceed the limits of 8MB.*

**1. Background:**

On- going conflict and instability in Iraq and Syria has triggered acute demographic destabilization with increasing numbers of refugees and internally displaced persons (IDPs), further increasing vulnerability. In the recent years Iraq has seen a resurgence of large- scale displacement of people affected by the conflict. The overall impact on the lives of displaced populations feeling violence is immeasurable and the task to rebuild their lives and restore their livelihoods will take decades and they remain highly vulnerable unable to restore their lives and livelihoods, as well as in constant fear facing persistent insecurity and the chance they will have to flee once again. Within this context, women and girls are particularly vulnerable to security threats and are unable to claim their rights and are in need of additional support to protect them from rights violations such as sexual and gender based violence (SGBV) committed both within family and outside.

Crucially, access to justice for displaced populations is deficient and negatively impact most vulnerable groups among IDPs and they are left with limited affordable pathways to resolve their pressing justice needs stemming from SGBV and related rights violations. These problems are further compounded by movement restrictions imposed on displaced populations living inside of camps. Moreover, these limitations invite increased vulnerability and undermine their legal right to seek protection against rights violations such as SGBV and access to justice. Women and girls among IDP populations therefore are at serious risk of being subject to SGBV, trafficking and sexual harassment and abuse, as well as forced and under-age marriages, rape, abduction, sexual slavery.

UNDP in partnership with the government offices of the Directorate for Combatting Violence against Women (DCVAW), the Independent Board for Human Rights (IBHR), and civil society implementing partners, have been supporting the provision of emergency prevention and protection services for vulnerable groups with a specific emphasis on women and girls. In doing so, UNDP is supporting a number of legal aid centers inside the refugee and IDP camps in Duhok, Sulaimaniya and Erbil governorates.

Our support for these legal centers and legal mobile teams is coming to an end by the end of this year. The Rule of Law program is encouraging Directorate for Combatting Violence against Women

(DCVAW) to continue to provide protection to women and girls in these IDP and Refugee camps after the end of our project. However, it is not possible because of the current financial crises that KR-I is facing because they don't have enough funding to continue to support these teams to work in the IDP and Refugee camps. In order to resolve this issue, the Rule of Law program intends to raise the capacity of DCVAW so that they can fundraise for the project from international donors. DCVAW has approached Rule of Law Program to request a training on writing proposals for seven of their staffs so that they can transform their ideas to proposals and present it to potential donors.

In order to provide technical training, advice and capacity building to DCVAW staff, UNDP is seeking to hire a trainer to provide a training on proposal writing and sound advice on fundraising, for DCVAW staff in Erbil which is planned for mid-February 2018.

## 2. Scope of Work:

- Develop and finalize the workshop agenda. Preparation for the training, including going through the project ideas for DCVAW and meeting with their officials to assess their needs.
- Conducting a four-day (hands on) training on proposal writing for seven staff members of DCVAW. Coming up with several ready proposals.
- Clearing up the proposals to be submitted to potential donors by DCVAW.

## 3. Deliverables and outputs:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

Deliverables and Output	Location	Target Date	Payment %(US\$)
<b>1. Preparation for the training:</b> Develop and finalize the workshop agenda. Going through the project ideas for DCVAW and meeting with their officials to assess their needs and preparing the material for the training <b>[5 Working Days].</b>	Erbil, Iraq	7-11 Feb, 2018	30%
<b>2. Conducting the Training:</b> Conducting a four-day (hands on) training on proposal writing for seven staff members of DCVAW. Coming up with several ready proposals. Covering the below subjects in the training: <ul style="list-style-type: none"> <li>• Project cycles, and the basic steps of project and programs design</li> <li>• Identifying a problem</li> <li>• Identifying the target group and beneficiaries</li> <li>• Identifying project impact, outcomes, outputs and activities</li> <li>• Identifying resources required.</li> <li>• Preparation of budgets</li> <li>• Exploring risks and assumptions</li> <li>• Monitoring and Evaluation</li> <li>• The Logical Framework ("Log Frame")</li> <li>• Fundamentals of proposal writings</li> <li>• Preparing your project and proposal</li> <li>• Presenting programs and proposals to group</li> </ul> <b>[4 Working Days].</b>		12-15 Feb, 2018	50%
<b>3. Finalizing the proposals:</b> Review and clear the Proposals to be submitted to potential donors by DCVAW <b>[3 Working Days].</b>		16-18 Feb, 2018	20%
<b>TOTAL</b>			100%

#### 4. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the Consultant must be certified by the supervisor(s) specified below
- 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 the direct supervisor attached to it explaining the accomplishment of the tasks.

#### 5. Key Performance Indicators during implementation of Services:

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

- Planning and Organizing skill: Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication skill: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- Client Orientation skill: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.

Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

#### 6. Reporting:

- The Consultant shall report directly to the UNDP Project Manager.
- UNDP will supervise, evaluate and manage the work of the service provider and also make any necessary contractual decisions, while other authorities and entities identified above will only have a consultative role.
- All reports and documents provided to UNDP Iraq will be in English, to facilitate review and feedback by UNDP Iraq.
- Payment on deliverables will only be made when reports, documents produced by the implementing partner have been reviewed and endorsed by UNDP Iraq as having met the required standard.

#### 7. Travel Plan:

#	Country / City	No of Travels	Working Days (WD)	Calendar Days (CD)
1	Erbil, Iraq	1 Mission	12 WD per mission	13 Calendar Days per mission
<b>Total Travel Plan</b>		<b>1 Trip/ Mission</b>	<b>12 Working Days</b>	<b>13 Calendar Days for all the missions</b>

#### 8. Time Line:

- The consultancy duty station is Erbil, Iraq and to other different location as needed upon the approval of the project manager, the total consultancy duration is 12 Working days over a period of 1 Month from 7<sup>th</sup> of February till 18<sup>th</sup> of February 2018.
- Consultancy May includes travel to other locations inside Iraq or to other countries as needed/ requested by the Unit Manager and upon approval of UNDP Iraq office.

## **9. Competencies:**

### **Corporate Competencies:**

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

### **Functional Competencies:**

- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under pressure and to meet deadlines;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful.

### **Professionalism:**

- Shows pride in work and in achievements; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

### **Communication:**

- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

### **Planning and Organizing:**

- Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

### **Client Orientation:**

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.

### **Teamwork:**

- Works collaboratively with colleagues to achieve organisational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

### **Technological awareness:**

- Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

## **10. Facilities:**

### **a) Office Facility:**

- UNDP will not provide office facilities during this assignment.
- The consultant is expected to bring his/her laptop with him/her.
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).

### **b) Office Supplies and Printing Facilities:** UNDP will not provide office supplies or printing facilities during this assignment.

### **c) Communication Facilities:** UNDP will not provide access to internet during this assignment and missions, except when the consultants is presented inside the UNDP office premises.

## **11. Qualifications and Requirements:**

### **A. Education:**

- University degree:  
Masters in Law, International Relations/Development, project management, or any other related social science discipline.

### **B. Work Experience:**

- 8 years' experience in Project management, humanitarian assistance and access to justice.
- Experience in fundraising and resource mobilization
- Experience in writing project and donor proposals  
Experience of working with UN agencies (UNDP in particular) will be preferred.
- Fluency in English and highly developed communication and advocacy skills, including the ability to write concisely and clearly in English;
- Experience of working at the policy level/strategic level and demonstrated ability to influence policy makers.
- Experience in the context of Iraq will be an advantage
- Excellent reporting and writing skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

### **C. Language:**

- Fluency in English language is a Must.

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

## **12. 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):**

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- 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 influence in English;
- **Sample reports** of previous work in English.
- **Sample reports** of previous work in Arabic.
- 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 **2. Scope of Work**

### **B. 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 – ***Annex 3 attached***

***Important note: the consultant is required to specify the daily fee in his proposal.***

### **C. Travel:**

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.

### 13. Selection Criteria:

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: *(Please see Annex 4). This will be part of the technical proposal.*

1. Masters in Law, International Relations/Development, project management, or any other related social science discipline.
2. 8 years' experience in Project management, humanitarian assistance and access to justice.
3. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
4. Willingness to obtain the required security courses as applicable through the website;
5. Subject to security requirement, consultant must pass the Safe and Secure Approaches in Field Environments (SSAFE); in case if any travel is required to Iraq.
6. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
7. Failing the (SSAFE) training, it will be a cause to terminate the contract.
8. 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.
9. Ability and desire to work inside Iraq.
10. Acceptance of IC General Terms and Conditions

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

<b>Criteria</b>		<b>Max. Point 100</b>	<b>Weight</b>
<b>Technical</b>	<b>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents:</b> <ul style="list-style-type: none"> <li>• Masters in Law, International Relations/Development, project management, or any other related social science discipline. <b>(30 points)</b></li> <li>• 8 years' experience in Project management, humanitarian assistance and access to justice. <b>(16 points)</b></li> <li>• Experience in fundraising and resource mobilization. <b>(12 points)</b></li> <li>• Experience in writing project and donor proposals. <b>(12 points)</b></li> <li>• Familiarity with humanitarian coordination structures in Iraq is an asset. <b>(5 points)</b></li> <li>• Knowledge of the local cultural context. <b>(5 points)</b></li> </ul>	<b>80 Points</b>	<b>70%</b>
	<b>Criteria B: relevance and responsiveness of candidate's approach, technical proposal and submitted work plan and Methodologies:</b> <ul style="list-style-type: none"> <li>• Fluency in English-written/ Spoken. Supported by sample of reports. <b>(10 points)</b></li> <li>• Time plan, methodology on how the consultant will conduct the required tasks; <b>(5 points)</b></li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc). <b>(5 points)</b></li> </ul>	<b>20 Points</b>	
<b>Financial</b>	<b><u>Lowest Offer / Offer*100</u></b>		<b>30%</b>

<i>Criteria</i>	<b>Max. Point 100</b>	<b>Weight</b>
<b>Total Score = (Technical Score * 0.7 + Financial Score * 0.3)</b>		

<b>Weight Per Technical Competence</b>	
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.

**Annexes:**

**Annex 1 – Template Confirmation of Interest and Submission of Financial Proposal.**

**Annex 2 – CV Form.**

**Annex 3 – Price Schedule Sheet.**

**Annex 4 – Individual Consultant General Terms and Conditions.**