



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**IRQ10/IC-009/18**

**INFORMATION AND REPORTING SPECIALIST – INTERNATIONAL CONSULTANCY**

**Date: 11 February 2018**

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<b>Description of the assignment:</b>	Procurement of Individual Contractor: Information and Reporting Specialist
<b>Duty Station:</b>	Basrah, Iraq with Home Base.
<b>Period of assignment/services:</b>	3 months
<b>Estimated Starting Date:</b>	1 March 2018
<b>Proposals should be submitted:</b>	Not later than 25 February 2018, 12:00 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](mailto:IC1.undp.iq@undp.org) by the deadline (It is a MUST to indicate the Procurement Notice Number “IRQ10/IC-009/18” 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-009/18**  
**Information and Reporting Specialist**  
**International Consultancy**

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

**Estimated Starting Date:** 1 March 2018

**Duty Station:** Basrah, Iraq with Home base

## **I. Background**

Under the overall authority of UNDP Iraq Country Director, and under the direct supervision of the Programme Manager a.i. of Loan Management Unit, Inclusive Growth and Private Sector Development Portfolio (IGPSD) supports diversification of economy and job creations through private sector development and enhanced capacities of managing public infrastructure with transparency and accountability to establish the foundations of sustainable and inclusive growth. The IGPSD also promotes the private sector engagement in sustainable and inclusive development through supporting the Government of Iraq in the implementation of Private Sector Development Strategy in Iraq (2014-2030) and institutional capacity development of the State Own Enterprises.

These projects require an Information and Reporting Specialist who will be responsible for organizing the information and collected data into the reports for develop the strategic planning of the IGPSD.

## **II. Duties and Responsibilities**

The Information and Reporting Specialist, under the supervision of Programme Manager a.i.- Inclusive Growth & Private Sector Development, will carry out the following activities:

- Conduct assessments on collected information for develop the concept note, strategy, and project documents.
- Participate, where possible, in engagement with project stakeholders including, but not restricted to government, and private sector;
- Coordinate and/or provide technical support to assessments, and studies, as required;
- Conduct consultation processes as needed
- Assist in strategies and project documents for IGPSD Programming
- Work closely with the LMU for local information and arrangements
- Prepare, as necessary, concept notes and proposals for resource mobilization and project identification;
- Other tasks, as required, relating to institutional and capacity building.

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

### **1. Office facility**

- UNDP will provide an appropriate office space in UNDP Basra sub-office for the Consultant.

## **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 Basra are 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.
- Transportation inside Basra will be provided by UNDP

## **5. Accommodation**

- Accommodation in Basra 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 consultant shall be paid on a daily rate basis, for actual days worked. Payment shall be made monthly, subject to satisfactory completion of deliverables/milestones and acceptance by UNDP. The living allowance, air tickets for two travels minimum, and all other related expenses should be embedded within the professional daily fee.

## **V. Key Performance Indicators During implementation of Services**

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

- Completion of tasks within set deadlines
- Accuracy of data analysis and reports
- Quality of work/output

## **VI. Travel Plan**

The consultant will be home based, but mostly in Basra Iraq. This is estimated at, on average, 21.75 WDs per month. It is anticipated to have 50 WDs in Iraq and 15 WDs home-based for a total of 65 WDs over 3 months. The consultancy is expected to begin around 1<sup>st</sup> March 2018 and finish on 31<sup>st</sup> May 2018.

#	Country / City	Total No. of Trips	Total No. of WDs
1.	Home based		15 days
2.	Iraq / Basra	2	50 days
	<b>Total</b>	2	65 days

## **VII. 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;

### **Functional Competencies**

- Robust analytic skills to identify issues and solutions.
- Leadership and self-management;
- Focus on results and respond positively to feedback;
- Demonstrate openness to change and ability to manage complexity;
- Team spirit and excellent interpersonal skills;
- Ability to adapt to a multi-cultural working environment
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired Skills;
- Leadership and Self-Management;
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;

## **VIII. Qualifications**

### Education:

- Master degree in Economics, Social Sciences or related field with equivalent professional experience

### Experience:

- 2 years' experience in socio-economic data collection and analysis.
- Experience in conducting organizational assessments or field studies and consultations;
- Experience in preparing reports and/or concept notes and project proposals;
- Experience of development in insecure settings;
- Experience of development in the Iraqi context; and
- Knowledge of the UN system, its ways of working and specific language is an asset.

### Language

- Fluent English

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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;
- P11 Form (Annex 2 attached). UNDP-Iraq reserves the right to disqualify any offeror whose CV is presented in the format provided)
- 3 references. (;

#### **2- Financial proposal:**

The financial proposal will specify each price component separately. A breakdown of this total amount (including travel, per diems) is to be provided by offeror in Annex 1A.

#### **3- Travel:**

All envisaged travel as per the TOR shall be included in the financial offer Annex-1.

In the case of unforeseeable travel during the contractual period, payment of travel costs including tickets, accommodation and terminal expenses should be agreed upon, between the Project Manager 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 financial offer being evaluated and the lowest priced offer received by UNDP for this assignment.

#### **The Offer will be evaluated based on the following methodology:**

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>Relevance and responsiveness of candidate's past experience and qualification based on submitted documents:</b> <ul style="list-style-type: none"> <li>At least 2 years' experience in socio-economic data collection and analysis, etc. – <b>20 Points.</b></li> <li>Experience in • Conduct assessments on collected information for develop the concept note, strategy, and project documents - <b>20 Points.</b></li> <li>Experience in preparing reports and/or concept notes and project proposal -<b>20 Points.</b></li> <li>Experience of development in the Iraqi context - <b>20 Points</b></li> <li>Master's degree in economics, social sciences or related fields - <b>10 Points.</b></li> <li>Fluency in English – <b>10 Points.</b></li> </ul>	<b>100 Points</b>	<b>70%</b>
<b>F</b>	<b><u>Lowest Offer / Offer*100</u></b>		<b>30%</b>
<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 (P11format)**

**Annex 3 – Individual Consultant General Terms and Conditions**