

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC013/18 – Individual Contractor – Senior Enterprise Census Expert
Date: 21 February 2018

Description of assignment:	Senior Enterprise Census Expert
Type of Consultancy:	International
Duty Station:	Erbil, Iraq and Home Based.
Period of assignment/services:	6 months
Estimated Starting Date:	29 April 2018

Proposals should be submitted to the following e-mail address no later than **04 March 2018 (Iraq local Time: +3 GMT): 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 following e-mail address: dlr.mohamad@undp.org. 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 5MB.***

1. 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 verifying influence in English;
- Sample reports of previous Enterprise Census work in English
- A brief proposal (methodology) on how the candidate will approach and conduct the work and indicating the appropriate enterprise census methodology that is most applicable to Kurdistan Region of Iraq. (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 of TOR.

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**

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.

2. 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).

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 points, and combined with the price offer which will be weighted with a maximum of 30 points.

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

Technical Criteria weight

Criteria		Max. Point 100	Weight
Technical	<p>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents:</p> <p><u>Education: (Max. Points 20 points)</u></p> <ul style="list-style-type: none"> • Master's Degree in Statistics, Economics, or related field. (20 points) <p><u>Experience: (Max. Points 20 points)</u></p> <ul style="list-style-type: none"> • A minimum of 7 years of relevant experience in Enterprise/Economic Census • Experience in the organization of Enterprise Census • Experience in providing training on Census Methodology and knowledge transfer • Experience in preparing Census Instrument and Instruction Manual. • Experience in developing Concept notes for Enterprise Census Programme • Experience with Kurdistan Regional Government of Iraq would be considered an assets <p><u>Competencies: (Max. Points 15 points)</u></p> <ul style="list-style-type: none"> • Ability to lead strategic planning, results-based management and reporting; • High analytical skills oriented towards problem-solve; 	100 Points	70%

Criteria		Max. Point 100	Weight
	<ul style="list-style-type: none"> 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; Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; <p>Language: (Max. Points 10 points)</p> <ul style="list-style-type: none"> Excellent written and spoken English is a must. <p>Technical Proposal: (20 points)</p> <ul style="list-style-type: none"> A letter explaining why the candidate considers him/herself the most suitable candidate for the work. Sample of previous work in English. A brief proposal on how the candidate will approach and conduct the work and indicating the appropriate enterprise census methodology that is most applicable to Kurdistan Region of Iraq. (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. <p>Interview: (Max. Points 15 points)</p> <ul style="list-style-type: none"> Interview (15 points) 		
Financial	<u>Lowest Offer / Offer*100</u>	30 Points	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.

Annexes:

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

Annex 2 – CV Form.

Annex 3 – Price Schedule Sheet.

Annex 4 – Minimum Requirements Checklist.

Annex 5 – Individual Consultant General Terms and Conditions.