

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Q-IC-021/18 – International Consultant as Operations and Filed Coordination
Expert / Support to Iraq’s Electoral Process (SIEP) Project - UNDP Iraq

Date: 13 Mar 2018

Description of assignment: Consultative Services for International Consultant Operations and Filed Coordination Expert / Support to Iraq’s Electoral Process (SIEP) Project - UNDP Iraq;

Type of Consultancy: International Post;

Duty Station: Baghdad/ Iraq.

Period of assignment/services: 120 Working Days - Over a period of 9 Months.

Estimated Starting Date: 1 April 2018 till 31 Dec 2018

Proposals should be submitted to the following e-mail address no later than **COB 17th of Mar 2018 (Baghdad 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 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

There is a strong desire among Iraqis to maintain the political and security gains achieved thus far and to elect parliamentarians who will represent the interests and aspirations of the general public. The recent successes against ISIL have helped to boost public morale with many Iraqis looking to the future with renewed hope and optimism for a more secure and stable country. The upcoming parliamentary elections represent a new chapter for Iraqis, an opportunity to express their will and to exercise their democratic right at the ballot box. The international community has welcomed the commitment of Iraqi officials to hold these elections in accordance with the constitutional timeline, scheduled for 12 May 2018. However, ensuring the inclusiveness, transparency and acceptability of the elections pose immense challenges to electoral stakeholders, and to the IHEC in particular. In addition, before December 2018 the IHEC will have to organise the provincial elections, initially due in September 2016 but postponed several times. Acknowledging these challenges, the IHEC has requested expanded UN electoral assistance for direct operational support for the upcoming elections as well as broader institutional strengthening aimed at consolidating the capacities and achievements of the electoral management body.

As part of its continued support to Iraq’s advancement and in response to IHEC’s request, the current two-year project is intended to expand on UN’s ongoing electoral assistance provided through UNAMI OEA. This support will be implemented in an integrated manner, under the overall authority of the SRSG, and under the existing UN Security Council mandate, mission framework and priorities. In parallel to the UNAMI electoral advisory support, this two-year multi-basket fund UNDP project, supported by UNOPS, will be implemented under the guidance of the UN’s principal electoral advisor. The interventions of the project are within the guidelines of the approved NAM report, which defined the following broad areas of technical assistance:

- **Operational support and advice** in the areas of voter registration, training and procedures, logistics, security, field coordination, graphic design- in support of the overall operation, including IDPs, special needs voting;
- **Support and advice with IT and database management-** advisory support and assistance with assessment of needs for specialized certified trainings on new election technology, advice on development of IT/technology and communication systems specifications, database management advisory support and assistance and information security;
- **Support and advice with external relations-** advisory support with development of robust media strategy, messaging, and enhanced relationship with political parties, candidates, observers, general public, and media;
- **Support and advice with voter and civic education-** to target the election process as a whole, including women, youth, IDPs, special needs. Advisory support should consider development of voter and civic education strategy, message development, enhanced relationship with civil society organizations;
- **Support and advice with election dispute resolution-** providing inputs, expert advice and relevant training on dispute resolution mechanisms and efficient handling of complaints arising before, during and after polling day;
- **Coordination of international electoral assistance-** the UN is well positioned to play a leadership role in coordinating all electoral assistance providers and other interested parties on electoral matters. Facilitating information sharing, prevention of duplication of efforts and ensuring coherence of any international electoral advice to the IHEC will be critical.

2. Scope of Work:

Under the direct supervision of the project manager, the consultant will be required to provide its professional services to undertake the following main responsibilities;

1. Assists in the design, and helps coordinate and contribute to the implementation of electoral assistance programs and processes in the following areas, as required: overall process management, planning and budgeting, infrastructure development, operations including field operations, procurement, logistics, security, information and communications technology, data processing and analysis, procedures, training, administrative support, gender mainstreaming, capacity-building, and institutional reform and development;
2. Assists and coordinates the provision of support, technical assistance and advice to national counterparts and their institutions in the above areas and provide assistance and advice as required.
3. Assists the IHEC with the operability of new voting technologies.
4. Provide project and programme management and support, and reporting of results to national counterparts, donors and UN bodies.
5. Assists in the design and coordination of strategies and programmes to build the capacity of national counterparts and strengthen national institutions.
6. Monitors the impact of domestic and international norms and processes on female participation/gender issues and provide advice to the Electoral Management Bodies on appropriate corrective measures.
7. If required, offer electoral advice to UN senior management on the ground.
8. Establish and maintain professional and productive partnerships with national counterpart institutions and other key stakeholders in the electoral process.
9. Establish effective communication mechanisms, assist in briefings of senior UN officials, partners, donors, and counterparts as well as other key stakeholders on the electoral process and provide regular reports, including to the head of the UN/mission as well as senior officials in UN headquarters, as appropriate or required.
10. Perform other related duties as required and directed by the Principal Electoral Adviser.

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	Location	Target Date	Payment %(US\$)
1.Plan for Electoral assistance designed. [20 Working Days]	Baghdad, Iraq	Apr, 2018	16.50%
2.Provide technical support and advice to national counterparts and their institutions on planning and budgeting, infrastructure development, operations including field operations, procurement, logistics, security, information and communications technology, data processing and analysis, procedures, training, administrative support, gender mainstreaming, capacity-building, and institutional reform and development. [25 Working Days]		31 Dec, 2018	21.00%
3. A & 3. B: Assists the IHEC with the operability of new voting technologies.		Apr/ early May, 2018	12.50%
		30 Nov, 2018	12.50%
4.Capacity building plan and strategy to national counterpart developed. [15 Working Days]		15 Jul, 2018	12.50%
5.Analysis and recommendations on the impact of domestic and international norms and processes on female participation. [15 Working Days]		30 Aug, 2018	12.50%
6.Establish effective communication mechanisms to donors and counterpart. [15 Working Days]		30 May, 2018	12.50%
TOTAL:			100%

Payment Schedule:

No	Deliverable Number	Target Date	Payment Percentage	Total percentage due payment	Due Date
1	Deliverable Number 1	Apr, 2018	16.50 %	29.00 %	Early May, 2018
2	Deliverable Number 3-A	Apr/ early May, 2018	12.50 %		
3	Deliverable Number 6	30 May, 2018	12.50 %	12.50 %	30 May, 2018
4	Deliverable Number 4	15 Jul, 2018	12.50 %	25.00 %	30 Aug, 2018
5	Deliverable Number 5	30 Aug, 2018	12.50 %		
6	Deliverable Number 3-B	30 Nov, 2018	12.50 %	33.50 %	31 Dec, 2018
7	Deliverable Number 2	31 Dec, 2018	21.00 %		

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 & format to match the audience; Demonstrates openness in sharing information & 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 will report to the Support to Iraq's Electoral Process Project Manager/ UNDP Iraq and principle head of electoral unit/ UNAMI for technical and administrative issues.

7. Travel Plan:

No	Country/ City - No of Travels	Duration: Working Days (WD)	Duration: Calendar Days (CD)
1	Baghdad/Iraq X 6 trips	20 Working Days per Trip/ total of 120 Working Days	28 Nights/ Calendar Days per trip = total of 168 Calendar Days
Total	6 Trips/ Missions	120 Working Days	168 Nights/ Calendar Days for all the missions

8. Time Line:

- The consultancy will be based in Baghdad/ Iraq for the consultancy period with possible travel to other location if needed by UNDP Iraq and per the project management approval and according the travel rules for UNDP Iraq.
- Consultancy duration will be for 120 working days, were the consultant will be required to travel to Baghdad, Iraq for 168 calendar days divided through 6 missions/ trips, and each mission will be for 20 working days over a period of 4 weeks/ 28 calendar days/nights.
- The contract commencement date is aimed to be by 1 Apr 2018 [or earlier] till 31 Dec 2018.

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, 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 provide an appropriate office inside the International Zone in Baghdad only.
 - Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, laptop).
- b) Office Supplies and Printing Facilities: UNDP will provide office supplies and printer facilities only inside the UNDP Iraq/ Baghdad office premises.
- c) Communication Facilities: UNDP will not provide access to internet only inside the UNDP Iraq/ Baghdad office premises.

11. Qualifications and Requirements:**A. Education:**

- Advanced university degree (Master’s degree or equivalent) in political science international economics, international relations, law, public administration, or a related field.
- A first-level university degree in in political science international economics, international relations, law, public administration, or a related field

B. Work Experience:

- A minimum of seven years of progressively responsible experience in elections and related areas; Experience in more than one country is desired.
- International electoral experience in a peacekeeping operation, political mission and/or a UN agency or other relevant international electoral experience is required.
- Experience in developing countries is required, and experience in post-conflict situations and in Iraq or in the region is desirable.
- Fluency in English and highly developed communication and advocacy skills, including the ability to write concisely and clearly in English; Excellent reporting and writing skills.
- Experience in the context of Iraq is a necessity.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

C. Language:

- Fluency in English language is required.
- Fluency in Arabic language is an Asset.

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 verifying influence in English;
- **Sample reports** of previous 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 **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:

1. Advanced university degree (Master’s degree or equivalent) in political science international economics, international relations, law, public administration, or a related field.
2. A first-level university degree in in political science international economics, international relations, law, public administration, or a related field
3. A minimum of seven years of progressively responsible experience in elections and related areas; Experience in more than one country is desired.
4. International electoral experience in a peacekeeping operation, political mission and/or a UN agency or other relevant international electoral experience is required.
5. Willingness to obtain the required security courses as applicable through the website;
6. 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.
7. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
8. Failing the (SSAFE) training, it will be a cause to terminate the contract.
9. 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.
10. Ability and desire to work inside Iraq.

11. 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	Criteria A: relevance and responsiveness of candidate’s past experience, Qualification based on submitted documents: <ul style="list-style-type: none">• A first-level university degree in political science international economics, international relations, law, public administration, or a related field. (10 points).• Advanced university degree (Master’s degree or equivalent) in political science international economics, international relations, law, public administration, or a related field. (6 points)• A minimum of seven years of progressively responsible experience in elections and related areas; (14 points: 2 Points/ Year);• Experience in more than one country in elections and related. (+5 points for each country and up to +15 Points).• International electoral experience in a peacekeeping operation, political mission and/or a UN agency or other relevant international electoral experience is required. (10 points).• Experience in developing countries is required, and experience in post-conflict situations and in Iraq or in the region is desirable. (10 points).• highly developed communication and advocacy skills in addition to Excellent writing reporting skills (Examples of such reports are preferable). (10 Points)	75 Points	70%
	Criteria C: relevance and responsiveness of candidate’s approach, technical proposal and submitted work plan and Methodologies: <ul style="list-style-type: none">• Fluency in English-Written/ Spoken. Supported by sample of reports. (10 points)• Fluency in English-Written/ Spoken. Supported by sample of reports. (10 points)• Experience in the usage of computers and office software packages (MS Word, Excel, etc). (5 points)	25 Points	
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.

Annexes:

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

Annex 2 – P11/ CV Form.

Annex 3 – Price Schedule Sheet.

Annex 4 – Individual Consultant General Terms and Conditions.