

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
[Re-Advertisement] Q-IC-016/18 – National Consultant for supporting and
facilitating the efforts to develop Sixth National Reports / EECC Project - UNDP Iraq

Date: 3rd of April 2018

Description of assignment: Consultative Services for National Consultant for supporting and facilitating the efforts to develop Sixth National Reports / EECC Project - UNDP Iraq;

Type of Consultancy: National Post;

Duty Station: Home Base and Baghdad, Iraq.

Period of assignment/services: 100 Working Days - Over a period of 8.5 Months.

Estimated Starting Date: Mid Apr 2018 till 31 Dec 2018

Proposals should be submitted to the following e-mail address no later than **COB 9th of April 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

An update on the national reports is urgently required for all Parties to the Convention of Biodiversity with objectives to understand the changes in the status and trends of biodiversity, and their implications. These information is expected to create grounds and reasons for the follow up work on the Strategic Plan beyond this decade and will help shape the post-2020 global biodiversity agenda.

With funding support from the Global Environmental Facility’s (GEF) Biodiversity Enabling Activities (BD EA), UNDP is engaged with work the with the Ministry of Health and Environment (MoHE) to support the national preparation of Sixth National Reports (6NR) to the Convention of Biological Diversity (CBD). The objective is to provide develop high quality, data driven sixth national report (6NR) that will improve national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030.

The proposed 6NR will focus on monitoring the effectiveness of national strategies and actions in achieving the national/ABTs targets, this will require an assessment of progress of achieving these targets, using the global and/or national indicators of biodiversity status and trends.

A lack of spatial data analysis, root cause analysis, and monitoring changes in the status and trends of biodiversity at regular intervals are resulting a pervasive lack of evidence-based reporting and decision making. Additionally, biodiversity and climate change are closely interconnected. Global climate change is a root cause of biodiversity loss, while healthy ecosystems help to mitigate climate change and enhance adaptation capacities. The same data and monitoring gaps are limiting the ability of Parties to assess, plan for, and take action to mitigate the current and future impacts of climate change on biodiversity; to fully understand the role of ecosystems in addressing global climate change; to take related actions to protect them; and to include climate change adaptation as a strategy in NBSAPs and National Reports. Additionally, over the past few decades, the role of healthy ecosystems in providing cheap, reliable protection against natural hazards has been increasingly recognized. Forests and other vegetation help to stabilize slopes, prevent floods and slow or stop soil erosion and desertification. A

range of coastal habitats, from corals to marshlands, protects people living near the sea from the worst of storms and tidal waves. These gaps are compounded during assessments regarding the impact of NBASP actions, many of which are not financeable, measurable or sufficiently detailed to be enacted.

Many parties will be challenged to populate the CBD online reporting system because of these issues and the variability in post 2010 NBSAPs and previous national reports. For example, without accurate data, Parties will be challenged to plan for strategies geared toward disaster risk reduction, and to assess the effectiveness of related actions to address this conservation and sustainable development challenge, such as the designation of new protected.

The 6NR approach necessitates new thinking about how to develop a dynamic reporting framework and decision support system that builds the capacity of countries to facilitate dynamic monitoring, reporting, and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations.

To this end, a National Project Coordinator will be hired to facilitate and guide national consultation processes and the preparation of this report in close coordination and technical guidance by the International Consultant and under direct supervision of the Project manager. The National Biodiversity Focal Point of Iraq will provide the leadership and strategic guidance in the preparation and finalisation of the 6th National Report.

2. Objective:

The objective of hiring the National Project Coordinator is to coordinate with the counterparts and partners, define scopes and establish agreed procedures, and defining scopes, facilitate consultation and assist in finalising the 6th National Report with support from the international consultant and under the overall leadership by the National Bio-diversity Focal point.

3. 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;

Managerial:

- Liaise with senior staff from government departments, ministries and other institutions to obtain sufficient support for project implementation.
- Ensure technical direction and project progress for timely and successful completion of the 6th National Report
- Ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality

Technical:

- Facilitate in organizing launching /inception event to present the project objective, outcomes and work plan, identifying the project stakeholders and technical group in coordination with the UNDP Project Manager.
- Organize and conduct capacity building training to the Iraqi counterparts from government ministries, local governments and related agencies on the use of the CBD online reporting tool, and on data development. Reporting on progress in achieving the targets and activities in the post-2010 NBSAP.
- Coordinate with the international consultant on preparing the initial draft elements of the national report (Zero draft), including data and progress assessments that are already available for each ATB and/or national equivalent and address information gaps in coordination with Expert group based on available data.
- Coordinate with experts group and stakeholders in consultation meetings to verify data and progress assessment and address information gaps for each ATB/National target, NBSAP implementation and draw their conclusions.
- Based on above consultation meetings and in consultation with the international consultant, develop series of small reports on each ATB /national targets progress assessment, actions to mainstream biodiversity and effectiveness assessment of actions undertaken to implement NBSAP.

- Support the international consultant in compiling, reviewing, revising and finalizing the 6NR, then report validation to be submitted officially to CBD.
- Coordinate with the expert group and stakeholders for the final review of the report before submitted officially.

4. 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	Outputs	Location	Target Date	Payment % (US\$)	
• Organizing the project inception / launching event. [5 Working Days]	Facilitation in organizing the event	Baghdad, Iraq	Apr-May, 2018	5.00%	30.00%
• Capacity building for Iraqi counterparts on reporting tools and data development. [15 Working Days]	Facilitation in capacity building training, drafting training report.			15.00%	
• 6NR report (zero draft) is prepared with data and progress assessment for each Target. [10 Working Days]	Submission of 6NR zero draft.	Home Base	15 May, 2018	10.00%	
• Consultation meetings with stakeholders for verification of data, progress assessment addressing information gaps. [20 Working Days]	Conducting consultation meetings with the stakeholders (at least two meetings) and drafting meeting notes	Baghdad, Iraq	31 Jul, 2018	20.00%	20.00%
• Drafting small reports for each ATB/National target progress assessment, NBSAP implementation. [25 Working Days]	Submission the reports and acceptance by programme manager.	Home Base	30 Sep, 2018	25.00%	
• Developing final 6NR draft through compiling the above reports in coordination with the international consultant. [15 Working Days]	Submission the final draft 6NR and acceptance by programme manager.	Home Base	15 Oct, 2018	15.00%	45.00%
• Final review of the 6NR draft. [5 Working Days]	Coordination with the stakeholders and facilitate consultation meeting (one meeting).	Baghdad, Iraq	31 Oct, 2018	5.00%	
• Report validation and preparation to be submitted officially to CBD. [5 Working Days]	Submission the final 6NR and acceptance by programme manager.		31 Nov-31 Dec, 2018	5.00%	5.00%
TOTAL:				100%	

5. 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.

6. 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.

7. Reporting:

The Consultant will report to the UNDP-Iraq Project Manager of The Energy, Environment and Climate Change sub-cluster (EECC) for technical and administrative issues.

The Consultant need to liaise with the counterparts closely and update the National BD Focal point time to time.

8. Travel Plan:

No travel is required in this assignment.

9. Time Line:

- The consultancy will be Home Based with travel to Iraq, the assignment is for 100 working days [50WD Baghdad, Iraq + 50WD Home Base].
- The contract commencement date is aimed to be by Mid Apr 2018 till 31 Dec 2018.

10. 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.

11. 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.

12. Qualifications and Requirements:

A. Education:

- Preferably PhD in natural resources or relevant field highly desired.

B. Work Experience:

- At least 10 years of relevant direct experience related to the technical scope of the project, particularly with regard to Multilateral Conventions, protected areas, climate change, and biodiversity conservation.
- At least 12 years of experience in environmental and capacity building issues is highly desirable;
- Leadership as well as strong management and interpersonal skills.
- Computer skills; strong communication, presentation and reporting skills.
- High flexibility and capacity to work under pressure. Full command of the English language, is required for this post.
- Experience in working with international institutions, NGOs and civil society regarding biodiversity-related issues.
- 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 required.

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

13. 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 **3. 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.

14. 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. Preferably PhD in natural resources or relevant field highly desired
2. At least 10 years of relevant direct experience related to the technical scope of the project, particularly with regard to Multilateral Conventions, protected areas, climate change, and biodiversity conservation.
3. At least 12 years of experience in environmental and capacity building issues is highly desirable;
4. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
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">High Academic degree in natural resources or relevant fields; (10 points for Master and + 5 points for Phd).At least 10 years of relevant direct experience related to the technical scope of the project, particularly with regard to Multilateral Conventions, protected areas, climate change, and biodiversity conservation; (20 points)At least 12 years of experience in environmental and capacity building issues is highly desirable; (15 points)Experience in working with international institutions, NGOs and civil society regarding biodiversity-related issues. (15 points)Experience in the context of Iraq; (10 points)	75 Points	70%
	Criteria B: 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 Arabic-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 – CV Form.

Annex 3 – Price Schedule Sheet.

Annex 4 – Individual Consultant General Terms and Conditions.