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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10/ IC-041/18

PROJECT ENGINEER – NATIONAL CONSULTANCY

Date: 24 June 2018

Reference Number:	IRQ10-IC-040/18
Title of Consultancy:	Procurement of Individual Contractor: Project Engineer
Consultancy Level:	Junior Specialist
Duty Station:	Bagdad, Iraq
Period of assignment/services:	130 WDs over 6 months.
Estimated Starting Date:	15 July 2018
Proposals should be submitted:	Not later than 8 July 2018, 8:00 AM EDT (Time zone is in EST/EDT (New York) time zone and 15:00 PM Bagdad Time)

Overview:

The United Nations Development Programme (UNDP) invites you to submit an Offer, through the e-tendering platform, for the above-mentioned consulting services.

The solicitation documents are available in the link <https://etendering.partneragencies.org> accessible only to registered individuals/members. Submission of Offers is also via the same link.

If you are interested in submitting an Offer and are not yet registered, please register by logging in using the temporary username and password and follow the registration steps as specified:

Link: <https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

To assist you in the registration process, we attach the e-tendering registration guidelines, including the FAQs. Should you need further assistance, kindly contact case officer Mr. Sherali Toshmurodov sending e-mail to:

sherali.toshmurodov@undp.org

Once registered, you can view/download the solicitation documents (terms of reference, submission templates, etc.) and submit your Offer comprising of the following documents;

- (i) Cover Letter
- (ii) Signed Offeror's Letter of Confirmation of Interest and Availability
- (iii) CV Form (in P11 format).

To acknowledge your participation in the bidding utilize the "Accept Invitation" tab in the e-tendering module. This will enable you to receive subsequent email notifications relating to this procurement. Should you require further clarifications, kindly communicate with the focal person named in the solicitation document.

UNDP looks forward to receiving your Offer and thank you in advance for your interest in UNDP procurement opportunities.

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-041/18
Project Engineer, Baghdad, Iraq National Consultancy

Contract Period: 130 WDs over 6 months.

Estimated Starting Date: 15 July 2018

Duty Station: Baghdad, Iraq

1. Background:

Under the Inclusive Growth and Private Sector Development Portfolio (IGPSD) is in place where the Loan Management Unit (LMU) has been established to facilitate Official Development Assistance (ODA) Loan provided by Japan International Cooperation Agency (JICA) and used to fund development projects in Iraq. The LMU acts the role of Fiduciary Monitoring to the Government of Iraq (GoI) and JICA, provides capacity development support to the implementing ministries / agencies for these projects, and proposes the policy level changes in order to establish better business environment in Iraq through the lesson learnt from the implementation of ODA Loan projects.

As of the end March 2018, JICA has concluded 27 projects loan with the GoI. As one adequate and sound monitoring mechanism to ensure accountability, transparency and efficiency in project implementation and usage of loan money, in particular for the activities related to procurement and financial management, GoI, Government of Japan (GoJ) and JICA agreed to establish a joint ODA Monitoring Committee (M/C) to meet on a quarterly basis. The Loan Management Unit has been appointed jointly by M/C and JICA to play the role of the Support Unit to the Monitoring Committee.

The LMU monitors and verifies the fiduciary compliance, including procurement and financial management, and physical verification of the activities and report to JICA and the M/C. Also, to accelerate project implementation, the LMU identifies bottlenecks and obstacles related to implementation of the projects and give advice and recommendation to the implementing ministries / agencies in order to resolve these issues. This process contributes to the capacity development of Project Management Teams (PMTs) under each implementing ministry / agency.

Simultaneously, the LMU is working on formulating the new projects related with the institutional development of the institutional capacity of GCPI, and others to promote the inclusive growth and private sector development in Iraq

2. Description of Responsibilities:

Under the direct supervision of the Project Manager a.i. of LMU, the Project Engineer, reporting to the Team Leader of the Loan Management Unit, is responsible for coordinating Project Management Teams (PMTs), established in implementing ministries / agencies of GoI to implement the JICA loan funded projects, in order to closely monitor the project implementation and to enhance the LMU's daily communication with PMTs.

Also, the Project Engineer is responsible for conducting the physical verification of the activities on the ground through site/warehouse visits and meetings with PMTs. The number of projects can be around eight. Therefore, the Project Engineer is required to possess high communication skill and engineering background for physical verifications.

In order to achieve the effective and efficient functions of the M/C, the Project Engineer will arrange the technical and follow-up meetings, prepare and circulate minutes, facilitate the activities of capacity development and fiduciary monitoring with the Monitoring Committee and the LMU.

- Establish, develop and maintain the communication and coordination mechanisms to efficiently and effectively report to the LMU on the activities and actions of the M/C and also establish the channels with ODA Loan implementing PMTs;
- Develop a recommendation report to improve the PMTs performance and functionality;
- Advise the PMTs to implement the recommendations in effective and efficient manners;
- Ensure the smooth and timely implementation of the Loan projects through assisting the Loan Management Unit in identifying problems and bottlenecks and working with PMTs and the competent GoI institutions to solve them;
- Develop and organize the training program to tackle the bottlenecks and facilitate the training program in consultation with LMU;
- Arrange and lead necessary meetings at least twice a month with each of the 8 ODA Loan PMTs to update the progresses of the project implementation on behalf of the LMU and prepare the minutes;
- Consult with the donor and the M/C to identify their concerns and address them to the concerned PMTs;
- Closely monitor project implementation by following up contract delivery/implementation schedules and observe site/warehouse deliveries and implementation progress;
- Conduct at least monthly physical verifications on project sites to ensure that projects are in comply with the donor's requirements as well as contractual technical requirements (specifications) and develop site visits report;
- Present the findings and recommendations based on site visits to the donor and the Monitoring Committee together with LMU or on behalf of the LMU, if required;
- Ensure the proper and timely submission of the procurement, financial and physical progress reports from implementing line ministries;
- Provide the facilitation of the activities of capacity development and fiduciary monitoring with the M/C, the LMU, implementing ministries / agencies and PMTs and the contracted consultants;
- Coordinate with the assigned team members within LMU to share the updated information when required;
- Participate in the M/C meetings to be held in Baghdad on a quarterly basis, meetings with donors, or GoI when required;
- Establish, develop and maintain the communication and coordination mechanisms to efficiently and effectively report to the LMU on the activities and actions of the PSDS implemented by GoI and also establish the channels with counterparts of PSDS
- Follow-up the progress of PSDS and prepare the reports in timely manner to present findings and recommendations
- Participate in the meetings related with PDSD and coordination meeting with other donor or international agencies
- Present the findings and recommendations based on
- Any other support required to ensure the smooth and timely implementation of the projects.

3. Facilities

a. Office Space

The consultant will be home based, with frequent visit to the ministries office when required.

b. Office Supplies and computer printing facilities

UNDP will provide a laptop; other office supplies and printer facilities shall be prepared by the Consultant.

c. Communications

Communication requirements, including internet needs to be included in the offer.

d. Transport

Transportation within Baghdad should be included in the offer as the lump-sum amount.

4. Payment Method

Payments shall be effected on a monthly basis based on actual days worked and subject to the Project Manager's approval of the attendance sheet. Travel costs including tickets, lodging and terminal expenses shall be reimbursed on an actual basis with supporting documentation. In the case of unforeseeable travel, it should be agreed upon, between UNDP project manager and the consultant, prior to travel.

5. Key Performance Indicators during implementation of Services

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

- Timely and successful coordination with relevant parties.
- Timely and successful submission of bi-weekly report, site visit report, meeting reports and feedback reports.

6. Reporting

The Consultant shall report directly to the Project Manager a.i. of LMU.

7. Travel Plan and Schedule of Work

Travel inside/outside Iraq may be required during the assignment. Such travel shall be approved by the LMU Project Manager a.i. and UNDP will reimburse the cost of the travel (ticket, living allowance, terminals, etc.) in accordance with the travel guidelines/policy.

8. Competencies:

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision, and values.
- Promotes the vision, mission and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Technical Knowledge and Communication
- Solid knowledge and experience in the GoI management system and procedures;
- Basic knowledge in international procurement systems, budget cycle, financial management and monitoring and evaluation;
- Basic knowledge of physical verifications on sites
- Substantial knowledge in communication and information dissemination techniques;
- Analytical skills to review documentations, to identify bottlenecks or areas of improvement and to propose recommendations for smooth project implementation.

Development and Operational Effectiveness:

- Ability to manage liaison, coordination and communication at senior GoI level and with international organizations;
- Ability to prioritize issues and complete the tasks based on the priority in an efficient and effective manner;
- Ability to perform a variety of specialized tasks including logistical and administrative support and reporting.

Leadership and Self-Management

- Focuses on result for the employer / supervisor and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

9. Qualifications

Education Required:

- Master's Degree in Engineering or Bachelor's Degree with additional 2 years of relevant experience will be accepted in lieu of Master's.

Experience Required:

- A minimum of 5 years professional experience in engineering, GoI management system, including planning, procurement, financial, contract management and coordination with GoI senior officials;
- Have knowledge/working experience on procurement on the internationally accepted standards, such as World Bank, Asian Development Bank, FIDIC and JICA; international certification is an asset.
- At least 3 years working experience as a senior manager in the GoI or an international/bilateral development organization;
- Experience in conducting physical verifications on project sites or working experiences of managing large economic or social infrastructure projects; with infrastructure project of electricity is desirable;
- Working experience with international financial institutions or UNDP working experience would be considered important assets.

Language Requirements:

- Fluency in English and Arabic languages

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;
- Personal CV including experience in similar projects and at least 3 references. Please use the attached P11 Form – Annex 2. UNDP reserves the right to disqualify a CV that is not submitted in the P11 format
- An assessment will be conducted [if needed] for the purpose of verifying knowledge of project engineering and fluency in Arabic and English language;

2- Financial proposal:

The financial proposal will specify professional monthly fees amount and reimbursable costs including total payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon delivery of the services specified in the TOR. A breakdown of this total amount (including travel, per diems) is to be provided by offeror in Annex 1 A.

3- Travel:

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

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.

Selection Criteria

Individual consultants will be evaluated based on the Cumulative analysis. The award of the contract shall be made to the individual contractor whose offer has been evaluated and determined;

- as responsive/compliant/acceptable;
- and having received the highest weighted/combined score.

The financial score shall be computed as a ratio of the price being evaluated to the lowest priced/technically qualified proposal.

Minimum requirements: This will be part of the technical evaluation

- a) Master's Degree in Engineering or Bachelor's Degree with additional 2 years of relevant experience will be accepted in lieu of Master's.
- b) A minimum of 5 years professional experience in engineering, GoI management system, including planning, procurement, financial, contract management and coordination with GoI senior officials;
- c) Have knowledge/working experience on procurement on the internationally accepted standards, such as World Bank, Asian Development Bank, FIDIC and JICA; international certification is an asset.
- d) At least 3 years working experience at a senior level in the GoI or an international/bilateral development organization;
- e) Experience in conducting physical verifications on project sites or working experiences of managing large economic or social infrastructure projects; with infrastructure project of electricity is desirable;
- f) Working experience with international financial institutions or UNDP working experience would be considered important assets.
- g) Acceptance of IC General Terms and Conditions.

The individual consultant will be evaluated based on the methodology below. Only candidates obtaining a minimum of 70 technical points will be considered for the Financial Evaluation.

Criteria		Max. Points	Weight
Technical	<p>Relevance and responsiveness of candidate's past experience and qualification based on submitted documents:</p> <ul style="list-style-type: none"> • Master's Degree in Engineering or Bachelor's Degree with additional 2 years of relevant experience will be accepted in lieu of Master's. – 15 Points • A minimum of 5 years professional experience in engineering and/or monitoring of infrastructure project – 20 points • GoI management system, including planning, procurement, financial, contract management and coordination with GoI senior officials; – 5 Points. • Have knowledge/working experience on procurement on the internationally accepted standards, such as World Bank, Asian Development Bank and FIDIC. - 20 Points • At least 3 years working experience as a senior manager in the GoI or an international/bilateral development agency – 10 Points • Experience in conducting physical verifications on project sites or working experiences of managing large economic or social infrastructure projects; with infrastructure project of electricity is desirable; -10 Points. • Working experience of management with international financial institutions or UNDP working experience would be considered important assets. - 10 Points • Fluency in English and Arabic– 10 Points. 	100	70%

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.

Annex 1: Submission Form Confirmation of Interest and Submission of Financial Proposal

Annex 2: CV Form (P11 for SCs and ICs)

Annex 3: Individual Consultant General Terms and Conditions