



REQUEST FOR PROPOSAL (RFP)

Hiring firm to undertake Screening/ Vetting of selected beneficiaries from the former fighters for a Community Security Integration Pilot Initiative (CSIP) in Iraq	DATE: May 7, 2019
	REFERENCE: RFP-123/19

Dear Sir / Madam:

We kindly request you to submit your Proposal to undertake Screening/ Vetting of selected beneficiaries from the former fighters for a Community Security Integration Pilot Initiative (CSIP) in Iraq.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

Those companies who are not registered in the e-tendering portal yet are requested to use the following temporary username and password for registration:

Username: event.guest
Password: why2change

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In course of preparing and submitting your proposal, it shall remain your responsibility to ensure that your Proposal is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Documents uploaded in the system as part of your Proposal must be free from any form of virus or corrupted contents, or the Proposal shall be rejected.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Piero Emanuele Franceschetti
Head of Service Centre
07 May 2019

Description of Requirements

Context of the Requirement	<p>Since 2015 UNDP Rule of Law/Security Sector Reform (RoL/SSR) Programme has established a progressive partnership with the Office of the National Security Advisor (ONSA) and, relevant ministries and, agencies at the highest level to promote and, support a more balanced and complementary approach to security and justice sector transformation in Iraq. Peace, stability, accountable governance and respect for rule of law are essential pre- requisites for sustainable development. The 2030 Agenda for Sustainable Development therefore re-affirms that 'sustainable development cannot be realized without peace and security' and Goal 16 is dedicated to fostering peaceful and inclusive societies, the provision of access to justice and, building effective and accountable institutions for all. In outline, improving state security provision together with reasonable delivery of these services to returnee populations and, the rest of Iraq will be a key determiner to sustain country's transition to recovery and stability</p> <p>Emphasis is in supporting the Government to improve state security and justice provision for better security and stronger public trust in its capacity to maintain security from day-to-day public safety to combating serious crime that would ultimately restore conditions for socio - economic development and, long term stability. Similarly, efforts are also being made to enhance the role of civil society in security sector governance by providing a supporting environment to engage with national policy makers. Overall, the programme of work facilitates an environment of trust and collaboration among national policy makers; between policy makers and Iraqi civil society and; between national policy makers and international partners, to make a meaningful contribution to the development of a Government endorsed and led Security Sector Reform Programme (SSRP).</p> <p>Furthermore, there remain a substantial number of former fighters who volunteered to join in the fight against ISIL and to liberate areas previously occupied by the insurgency. Helping them to reintegrate back to their home communities is under discussion. Thus, within this context there is a recognized requirement for dignified returns and reintegration of former fighters who fought to liberate Iraqi territories from ISIL. This is necessary for Iraq's long-term stability, sustainable development and to prevent the recurrence of further insecurity and conflict.</p> <p>In view UNDP RoL/SSR Programme plans to undertake a pilot initiative to advance dignified returns and reintegration of former fighters to their home communities - i.e. Community Security Integration Pilot (CSIP).</p> <p>The planned pilot initiative recognizes a strong community partnership as the key entry point. In addition to the Government, receiving communities will be a principle partner and, not only a beneficiary. In this regard, they will have a vital role in planning, implementing and, the resultant project outcomes. The community becomes the 'stakeholder'</p>
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	<p>and 'owner' of the process. Government buy- in and local ownership therefore are necessary pre- conditions for the CSIP model. It also rests on the assumption that while national and international support is essential to create the basis for post- ISIL security and development in Iraq, it ultimately comes about as a result of community driven efforts. The overall pilot approach is informed by lessons learned and good practice from UNDP's work in the security sector in Iraq since 2015 and, it will allow to 'field test' a context specific approach to advance security - development nexus in Iraq. All levels, from the central policy to communities, will be incorporated through an integrated bottom-up and top-down approach. The engagement will also align with UNDP's on-going support to Government of Iraq's Security Sector Reform Programme (SSRP) where the primary focus is to provide a safer and secure Iraq to its citizens and, allow opportunities for their socio-economic development.</p> <p>The intended outcome of the CSIP is to contribute Gol's ongoing Security Sector Reform efforts by advancing improved safety, citizens' security and, socio-economic conditions in a selected pilot location in Iraq. Among others a key activity of the CSIP is to provide assistance to approximately 100 former fighters by facilitating access to gain self-employment, professional training, vocational training in sectors where the labour market demands are greatest, where needed higher education for their children, small business startup etc. and, thereby help them to resume their lives with opportunities for social and economic advancement. Furthermore, the pilot is expected to provide a context specific replicable model to potentially scale- up in time, based on lessons learned and best practice.</p> <p>UNDP therefore has identified the requirement to hire a qualified professional company to undertake a screening/vetting process to help finalize the beneficiary selection from an initial list that has being developed by using a well- crafted selection criteria. The emphasis is to focus on individuals who are most vulnerable and, the need for such support/ assistance is greatest.</p>
Implementing Partner of UNDP	Office of the National Security Advisor (ONSA) and, relevant ministries and, agencies
Brief Description of the Required Services ¹	<p>The assignment will be conducted under the auspices of UNDP's 'Support to Security and Justice Sector Governance' programme of work. The selected Consultant is expected to deliver the following:</p> <ul style="list-style-type: none"> ▪ Develop and finalize the beneficiary screening / vetting criteria, interview questionnaires and interview reporting form in close coordination with UNDP SSR team; ▪ Conduct relevant background checks with local and federal authorities to verify and clarify information/ details; ▪ Undertake the beneficiary screening/ vetting of the initial list and complete the final list of beneficiaries in close coordination with UNDP SSR team. <p><i>(Detailed TOR attached in Annex 4)</i></p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	Under the supervision of the RoL/SSR Programme Manager, the Consultant Company is expected to achieve the following deliverables:		
	Deliverables	Timeline	Location of Work
	1. <u>Preparatory Phase:</u> 1.1 Develop and finalize screening/vetting criteria; 1.2 Develop and finalize screening/ vetting interview questionnaire and reporting form; 1.3 Conduct relevant background checks/ cross referral of information with relevant local and federal authorities	2 months	Basra, Iraq and, home based.
	2. <u>Undertake Screening/Vetting of the Beneficiary List and complete preliminary profiling:</u> 2.1 Conduct interviews with selected beneficiary candidates and duly record responses on the interview form; 2.2 Undertake a preliminary analysis of the data and share the initial profiling of the beneficiary candidates with UNDP SSR Team; 2.3 Hold a meeting with UNDP SSR team to present the preliminary profiling of the beneficiary candidates and seek input/ comments from UNDP team.	1.5 Months	Basra, Iraq
	3. <u>Undertake final data triangulation and analysis and, finalize profiling of beneficiary candidates and finalize beneficiary list:</u> 3.1 Complete data triangulation and analysis of all beneficiary candidates; Finalize profiling of beneficiary candidates and finalize the beneficiary list; 3.2 Submit final profiling documentation and final beneficiary list to UNDP SSR team.	1 Month	Basra, Iraq
	Total Duration of the Assignment to complete all the deliverables	4.5 months	
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager</i> - Rule of Law/Security Sector Reform (RoL/SSR) Programme		

Frequency of Reporting	<i>Weekly</i> (As indicated in the ToR attached as Annex 4)														
Progress Reporting Requirements	(As indicated in the ToR attached as Annex 4)														
Location of work	(As indicated in the ToR attached as Annex 4)														
Expected duration of work	4.5 Months														
Target start date	01 July 2019														
Latest completion date	15 November 2019														
Travels Expected	(As indicated in the ToR attached as Annex 4)														
Special Security Requirements	(As indicated in the ToR attached as Annex 4)														
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	(As indicated in the ToR attached as Annex 4)														
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required														
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required														
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms ²	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon satisfactory completion and acceptance of all deliverables under Preparatory Phase</td> <td>(25% of the total Contract Amount)</td> <td>2 Months</td> <td rowspan="2">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt)</td> </tr> <tr> <td>Upon satisfactory completion of</td> <td>(40% of the total</td> <td>1.5 Months</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon satisfactory completion and acceptance of all deliverables under Preparatory Phase	(25% of the total Contract Amount)	2 Months	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt)	Upon satisfactory completion of	(40% of the total	1.5 Months
Outputs	Percentage	Timing	Condition for Payment Release												
Upon satisfactory completion and acceptance of all deliverables under Preparatory Phase	(25% of the total Contract Amount)	2 Months	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt)												
Upon satisfactory completion of	(40% of the total	1.5 Months													

² UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>Screening/Vetting of the Beneficiary List and complete preliminary profiling and acceptance of the preliminary profiling of the beneficiary list by UNDP SSR team.</p> <p>Contract Amount)</p>			<p>of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</p>
	<p>Upon satisfactory completion of final data triangulation and analysis and, finalize profiling of beneficiary candidates and finalize beneficiary list and acceptance of final profiling documentation and final beneficiary list by UNDP SSR team.</p>	<p>(35% of the total Contract Amount)</p>	<p>1 month</p>	
<p>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</p>	<p><i>Project Manager - Rule of Law/Security Sector Reform (RoL/SSR) Programme</i></p>			
<p>Type of Contract to be Signed</p>	<p><input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement³ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i></p>			
<p>Criteria for Contract Award</p>	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>			
<p>Criteria for the Assessment of Proposal</p>	<p>Evaluation of Proposal: Prior to technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p>Minimum Eligibility criteria for the consultancy Firm:</p> <ul style="list-style-type: none"> ▪ Business Licenses – Registration papers; ▪ Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN 			

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;

- Minimum annual turnover of USD50,000- in any single year during last 3 years [2015, 2016 & 2017];
- The applicant organization must possess the track record of minimum 5 years of proven experience and knowledge in designing and conducting beneficiary screening/ vetting processes/ exercises;

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Proposal (70%)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	30
2.	Proposed Methodology, Approach and Implementation Plan	40%	40
3.	Management Structure and Key Personnel	30%	30
Total		100%	100

Basis of technical Evaluation:

Section 1: Expertise of the Firm/ Organization		Points Obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	7
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	8
1.3	Professional experience and knowledge in designing and conducting beneficiary screening/ vetting processes/ exercises between 5 to above years	10
1.4	Experience on Projects in the Region and with UN/UNDP/major multilateral/ or bilateral programmes -	5
Total for Section 1: Expertise of the Firm/ Organization		30

Section 2: Proposed Methodology, Approach and Implementation Plan		Points Obtainable
2.1	To what degree does the Proposer understand the task?	5
2.2	Have the important aspects of the task been addressed in sufficient detail?	5

2.3	Are the different components of the project adequately weighted relative to one another?	5
2.4	Is the conceptual framework adopted appropriate for the task?	8
2.5	Adequacy of the Proposed Methodology - Is the scope of task well defined and does it correspond to the TOR?	10
2.6	Appropriateness of the proposed implementation timeline - Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	7
Total for Section 2: Proposed Methodology, Approach and Implementation Plan		40
Section 3: Management Structure and Key Personnel		Points Obtainable
3.1	Team Leader	
	Minimum of 5 years' experience proven similar professional experience in screening / vetting beneficiaries	5
	Similar experience in Iraq /crises/ post-conflict countries	2
	Overall Professional Experience in the Area of Specialization	4
	Experience in leading, managing and training screening/vetting members/team.	4
Sub Total for Team Leader		15
3.2	Team Members	
	Minimum 3 years of Proven similar professional experience of conducting beneficiary screening / vetting	5
	Similar experience in Iraq /crises/ post-conflict countries	5
	Overall Professional Experience	5
Sub Total for Team Members		15
Total Section 3: Management Structure and Key Personnel		30
Financial Proposal (30%)		
In the Second stage, the Financial proposal of all bidders, who have attained the minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded based on the Cumulative analysis method. The formula for the rating of the proposals will be as follows;		
<u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100		
<u>Rating the Financial Proposal (FP):</u>		

	<p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Mostaq Ahmed Procurement Analyst Email: mostaq.ahmed@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Financial Proposal (Must be password protected)

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (<i>Weight for payment</i>)	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such

intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient (“Recipient”) of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser’s Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser’s prior written consent; and,

13.2.2 the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other

right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

Terms of Reference

Professional Services to undertake Screening/Vetting of selected beneficiaries from the former fighters for a Community Security Integration Pilot Initiative (CSIP) in Iraq

A. Project Description

Since 2015 UNDP Rule of Law/Security Sector Reform (RoL/SSR) Programme has established a progressive partnership with the Office of the National Security Advisor (ONSA) and, relevant ministries and, agencies at the highest level to promote and, support a more balanced and complementary approach to security and justice sector transformation in Iraq. Peace, stability, accountable governance and respect for rule of law are essential pre- requisites for sustainable development. The 2030 Agenda for Sustainable Development therefore re-affirms that 'sustainable development cannot be realized without peace and security' and Goal 16 is dedicated to fostering peaceful and inclusive societies, the provision of access to justice and, building effective and accountable institutions for all. In outline, improving state security provision together with reasonable delivery of these services to returnee populations and, the rest of Iraq will be a key determiner to sustain country's transition to recovery and stability

Emphasis is in supporting the Government to improve state security and justice provision for better security and stronger public trust in its capacity to maintain security from day-to-day public safety to combating serious crime that would ultimately restore conditions for socio - economic development and, long term stability. Similarly, efforts are also being made to enhance the role of civil society in security sector governance by providing a supporting environment to engage with national policy makers. Overall, the programme of work facilitates an environment of trust and collaboration among national policy makers; between policy makers and Iraqi civil society and; between national policy makers and international partners, to make a meaningful contribution to the development of a Government endorsed and led Security Sector Reform Programme (SSRP).

Furthermore, there remain a substantial number of former fighters who volunteered to join in the fight against ISIL and to liberate areas previously occupied by the insurgency. Helping them to reintegrate back to their home communities is under discussion. Thus, within this context there is a recognized requirement for dignified returns and reintegration of former fighters who fought to liberate Iraqi territories from ISIL. This is necessary for Iraq's long-term stability, sustainable development and to prevent the recurrence of further insecurity and conflict.

In view UNDP RoL/SSR Programme plans to undertake a pilot initiative to advance dignified returns and reintegration of former fighters to their home communities - i.e. Community Security Integration Pilot (CSIP).

The planned pilot initiative recognizes a strong community partnership as the key entry point. In addition to the Government, receiving communities will be a principle partner and, not only a beneficiary. In this regard, they will have a vital role in planning, implementing and, the resultant project outcomes. The community becomes the 'stakeholder' and 'owner' of the process. Government buy- in and local ownership therefore are necessary pre- conditions for the CSIP model. It also rests on the assumption that while national and international support is essential to create the basis for post- ISIL security and development in Iraq, it ultimately comes about as a result of community driven efforts. The overall pilot approach is informed by lessons learned and good practice from UNDP's work in the security sector in Iraq since 2015 and, it will allow to 'field test' a context specific approach to advance security - development nexus in Iraq. All levels, from the central policy to communities, will be incorporated through an integrated bottom-up and top-down approach. The engagement will also align with UNDP's

on-going support to Government of Iraq's Security Sector Reform Programme (SSRP) where the primary focus is to provide a safer and secure Iraq to its citizens and, allow opportunities for their socio- economic development.

The intended outcome of the CSIP is to contribute Gol's ongoing Security Sector Reform efforts by advancing improved safety, citizens' security and, socio-economic conditions in a selected pilot location in Iraq. Among others a key activity of the CSIP is to provide assistance to approximately 100 former fighters by facilitating access to gain self-employment, professional training, vocational training in sectors where the labour market demands are greatest, where needed higher education for their children, small business startup etc. and, thereby help them to resume their lives with opportunities for social and economic advancement. Furthermore, the pilot is expected to provide a context specific replicable model to potentially scale- up in time, based on lessons learned and best practice.

UNDP therefore has identified the requirement to hire a qualified professional company to undertake a screening/vetting process to help finalize the beneficiary selection from an initial list that has being developed by using a well- crafted selection criteria. The emphasis is to focus on individuals who are most vulnerable and, the need for such support/ assistance is greatest.

B. Scope of Work

The assignment will be conducted under the auspices of UNDP's 'Support to Security and Justice Sector Governance' programme of work. The selected Consultant is expected to deliver the following:

- Develop and finalize the beneficiary screening / vetting criteria, interview questionnaires and interview reporting form in close coordination with UNDP SSR team;
- Conduct relevant background checks with local and federal authorities to verify and clarify information/ details;
- Undertake the beneficiary screening/ vetting of the initial list and complete the final list of beneficiaries in close coordination with UNDP SSR team.

C. Expected Outputs

Under the supervision of the RoL/SSR Programme Manager, the Consultant Company is expected to achieve the following deliverables:

Deliverables	Timeline	Location of Work
<p>4. Preparatory Phase:</p> <p>1.4 Develop and finalize screening/vetting criteria;</p> <p>1.5 Develop and finalize screening/ vetting interview questionnaire and reporting form;</p> <p>1.6 Conduct relevant background checks/ cross referral of information with relevant local and federal authorities</p>	2 months	Basra, Iraq and, home based.
<p>5. Undertake Screening/Vetting of the Beneficiary List and complete preliminary profiling:</p> <p>2.4 Conduct interviews with selected beneficiary candidates and duly record responses on the interview form;</p> <p>2.5 Undertake a preliminary analysis of the data and share the initial profiling of the beneficiary candidates with UNDP SSR Team;</p> <p>2.6 Hold a meeting with UNDP SSR team to present the preliminary profiling of the beneficiary candidates and seek input/ comments from UNDP team.</p>	1.5 Months	Basra, Iraq
<p>6. Undertake final data triangulation and analysis and, finalize profiling</p>	1 Month	Basra, Iraq

<p><u>of beneficiary candidates and finalize beneficiary list;</u></p> <p>3.3 Complete data triangulation and analysis of all beneficiary candidates; Finalize profiling of beneficiary candidates and finalize the beneficiary list;</p> <p>3.4 Submit final profiling documentation and final beneficiary list to UNDP SSR team.</p>		
<p>Total Duration of the Assignment to complete all the deliverables</p>	<p>4.5 months</p>	

Key Performance Indicators for the implementation and deliverables will include the following:

- Provision of clear and comprehensive deliverables specified above;
- Timely completion of deliverables;
- Appropriate and regular coordination with all relevant stakeholders;
- Excellent communication skills both written and verbal in Arabic and English. Good team player as well as the ability to work on its own initiative.

D. Institutional Arrangement

- a) The Consultant Company will deliver all the above tasks in close coordination with UNDP SSR team and the Consultant Company will make all written documentation available in English and Arabic languages;
- b) Consultant Company - Team Leader will provide a weekly progress reports in English and Arabic (one-page report on an agreed template with UNDP);
- c) The contractor is expected to liaise/interact/collaborate/meet with local council of Qurna / Basra, community leaders (Sheikhs) of Qurna during performing the work. UNDP will provide Facilitation letter to support the work.

E. Duration of the Work

All the tasks and deliverables indicated in this TOR should be implemented within a period of 4.5 months with an expected starting date of 15 June 2019

F. Duty Station

Most of the work will be in the field - Basra, Iraq.

G. Scope of Bid Price and Schedule of Payments

Milestone	Deliverables	Time Frame
1 st payment (25% of the total Contract Amount)	Upon satisfactory completion and acceptance of all deliverables under <u>Preparatory Phase</u>	2 Months
2 nd payment (40% of the total Contract Amount)	Upon satisfactory completion of <u>Screening/Vetting of the Beneficiary List and complete preliminary profiling and acceptance of the preliminary profiling of the beneficiary list by UNDP SSR team.</u>	1.5 Moths
Final payment (35% of the total Contract Amount)	Upon satisfactory completion of <u>final data triangulation and analysis and, finalize profiling of beneficiary candidates and finalize beneficiary list and acceptance of final profiling documentation and final beneficiary list by UNDP SSR team.</u>	1 Month

H. Qualifications of the Successful Contractor

- The applicant organization must possess the track record of minimum 5 years of proven experience and knowledge in designing and conducting beneficiary screening/ vetting processes/ exercises;
- Similar Field Experience in the region will be an advantage;
- Must Have the capacity to deliver deliverables and corresponding tasks to a high quality and in a timely manner;
- Previous experience with UNDP, other UN agencies or donor - financed similar assignments will be an advantage.

I. Team Composition /Proposed Key Personnel

The team should be composed of at least:

1. Team Leader (One);
2. Trained and experienced individuals to undertake the field interviews (6 Positions); and
3. Data entry and analyst (1 Position).

The whole team should be able to establish collaborative and trusting working partnerships relationships for the purpose of carrying out the assigned tasks.

Proposals should identify the Key personnel overseeing the proposed assignment. Please explain the role of proposed key personnel (Which personnel would be facilitating which activity and provide a biographical paragraph for key member of the screening/vetting team).

A description of responsibilities, qualifications, skills and professional experience of Key Personnel is listed below:

1. Team Leader

The team leader will be responsible for the overall coordination and quality control of the deliverables for this assignment and, will lead and guide the development and implementation process of the proposed assignment.

Minimum Qualifications and Experience Required for the **Team Leader:**

- Advanced university degree (Master's degree or equivalent) in subjects related to anthropology peace, security and conflict studies or related field;
- At least 5 years professional experience working in Iraq or other country in screening/vetting beneficiaries is essential;
- Similar experience in Basra province will be an added advantage;
- In-depth understanding of and experience in undertaking and managing beneficiary screening/vetting processes/ exercises in Iraq is essential;
- Experience in managing and training teams/member screening/vetting team is essential;
- Excellent written and spoken Arabic and English language skills are essential.

2. Trained and experienced individuals to undertake the field interviews (6 Positions)

- University degree (Bachelor's degree or equivalent) in subjects related to anthropology, peace, security and conflict studies or related field;
- At least 3 years professional experience conducting beneficiary screening/vetting in Iraq is essential;
- In-depth understanding of and experience working as an interviewer in Iraq is essential;
- Similar field experience in Basra province will be an added advantage;
- Excellent written and spoken Arabic language skills are essential to undertake field interviews in Basra province;

- Knowledge of English would be an asset;

3. Data entry analyst (1 Position).

- University degree (Bachelor's degree or equivalent) in subjects related to anthropology, peace, security and conflict studies or related field;
- At least 3 years professional experience conducting beneficiary screening/vetting in Iraq is essential;
- In-depth understanding of and experience working as an interviewer in Iraq is essential;
- Similar field experience in Basra province will be an added advantage;
- Excellent written and spoken Arabic language skills are essential to undertake field interviews in Basra province;
- Knowledge of English would be an asset;

J. Recommended Presentation of Proposal

- a. A letter explaining why the applicant organization considers itself the most suitable candidate for the work;
- b. Organization Profile including Management arrangements, Operational and Finance Management capacities, and past experience in similar projects and at least 3 references;
- c. CVs for the proposed Key Staff Positions required for the Project, including references;
- d. Documents to substantiate Minimum minimum 5 years of professional experience and knowledge in designing and conducting beneficiary screening/ vetting processes/ exercises;
- e. Detailed Technical Proposal. Includes context analysis, evidence sources/data, proposed methodology for the project, Results Framework, Risk Analysis etc;
- f. Proposals should include a brief description of the capability of the Service Provider to carry out the proposed assignment, describing any prior or similar experience undertaking screening/vetting process in Iraq or any other country.
- g. Audited financial statements (including Auditors report) for the past 3 years (2015, 2016, 2017).

The Financial Proposal must provide a detailed cost breakdown for the achievement of each Output, providing separate figures for each expense category. The cost breakdown will be used to determine the value for money against each unit cost, as well as the calculation of price in the event both parties have agreed to add new deliverables to the scope of Services. The Financial Proposal Template (Form F) provided is to guide the applicant, and not to restrict the applicant. Where possible please also submit an excel budget separately.