



REQUEST FOR PROPOSAL (RFP)

Geospatial Applications Development and Configuration for a data center in Karbala Governorate, Iraq Phase I	DATE: July 17, 2019
	REFERENCE: RFP-189/19

Dear Sir / Madam:

We kindly request you to submit your Proposal **to undertake Geospatial Applications Development and Configuration for a data center in Karbala Governorate, Iraq Phase I.**

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
17 July 2019

Description of Requirements

Context of the Requirement	<p>The Part of the ongoing assistance to the Government of Iraq (GoI) within the framework of Iraq Public Sector Modernization (I-PSM) the UNDP support the Karbala Governorate with this RFP to extend its data center by providing Software applications and configuration.</p> <p>UNDP therefore has identified the requirement to hire a qualified professional company to undertake Geospatial Applications Development and Configuration for a data center in Karbala Governorate, Iraq</p>
Implementing Partner of UNDP	Karbala Governorate and, relevant ministries and agencies.
Brief Description of the Required Services ¹	<p>This RFP contains Karbala Governorate requirements for extending its Spatial data infrastructure through configuring and development set of geospatial applications. This including the following general activities:</p> <ul style="list-style-type: none"> • building a Geographic Information System infrastructure (GIS) based on the latest serving GIS technology, which allows the establishment of a central geographic center for Karbala providing layers and geographical data, in addition to various applications and performance indicators that support in decision making. <p>The provided Geospatial infrastructure should contributes to the Governorate content management system for both the " Governorate " and " 21 Directorates " and should mainly be included to establishing a system based on spatial and descriptive information.</p> <ul style="list-style-type: none"> • The decision makers need effective decision-making tools that help them conduct analysis, display and disseminate results and make informed decisions about where to locate new services. This should be done using GIS tools that provides the necessary platform for visualization, modeling, analysis, and collaboration. • Building a citizen public eye mobile based application (for Android & IOS) that allows citizens in Karbala to register their Geolocated complaints about multiple government directorates of service delivery and develop a web platform integrated with the current GIS infrastructure to enable the Backoffice work to handle the workflow required for managing these complains.
List and Description of Expected Outputs to be Delivered	Under the supervision of the Inclusive Governance Programme Manager, the Consultant Company is expected to achieve the following deliverables:

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.

	Outputs	Percentage	Timing	Condition for Payment Release
	Environment preparation document	10%	Within 4 months or less	User Acceptance document
	Deployment of Environment and Database	20%		
	System Analysis document	10%		
	UX and application design	10%		
	Configuration and Implementation of the Applications.	20%		
	Testing document	10%		
	Deployment of the Applications	10%		
	Training	10%		
Person to Supervise the Work/Performance of the Service Provider	Project Manager – Inclusive Governance Programme			
Frequency of Reporting	Weekly (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 Months			
Target start date	15 September 2019			
Latest completion date	15 January 2020			
Travels Expected	(As indicated in the ToR attached as Annex 4)			
Special Security Requirements	N/A.			
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			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> 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"/> 90 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	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>	1 Month
	2 nd payment (40% of the total Contract Amount)	Upon satisfactory completion of <u>Application Development and complete preliminary profiling</u> and acceptance of the preliminary profiling of the GIS application as per the ToR.	2 Months
	Final payment (35% of the total Contract Amount)	Upon satisfactory completion of <u>application development and analysis, finalize Implementation, testing, training and acceptance</u> by UNDP Inclusive Governance team.	1 Month
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager</i> – Inclusive Governance Programme		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
Criteria for Contract Award	<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.		
Criteria for the Assessment of Proposal	Evaluation of Proposal: Prior to technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below: Minimum Eligibility criteria for the consultancy Firm: <ul style="list-style-type: none"> ▪ Business Licenses – Registration papers to legally operate in Iraq; ▪ 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 agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council; ▪ Minimum annual turnover of USD 50,000 in any single year during 		

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.

	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 (One)	
		Minimum of 3 years' experience proven similar professional experience in IT and relevant software/application development	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 (2)	
		Minimum 3 years of Proven similar professional experience of conducting software or application development in the field of GIS/Geospatial	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		

	<p><u>Rating the Financial Proposal (FP):</u> 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 ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁴ <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁵	<p>Mahbobulhaq Faizi Procurement Analyst Email: mahbobulhaq.faizi@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]	<p>UNDP has zero tolerance for fraud and corruption, meaning that UNDP vendors are not to engage in fraud or corruption. Vendors engaged in fraud and corruption will be subject to sanctions. Fraud includes the submission of fraudulent or misrepresented documents, such as bid securities and financial statements.</p> <p>لن يتسامح برنامج الأمم المتحدة الإنمائي على التزوير أو الفساد، ما معناه أن مقدم الخدمة لن يتورط في أي عملية تزوير أو فساد، وعكس ذلك سيتعرضون إلى العقوبات. يشمل التزوير تقديم الوثائق المزورة أو العمل على تقديم وثائق خاطئة، مثل خطابات ضمان و كشوفات مالية</p>

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ 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.

⁵ 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 PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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	Total Price (USD) (All Inclusive)
1	Environment preparation document	
2	Deployment of Environment and Geodatabase	
3	System Analysis document	
4	UX and application design	
5	Configuration and Implementation of the Applications.	
6	Testing document	
7	Deployment of the Applications	
8	Training	
Grand Total		

Terms of Reference

Introduction:

Part of the ongoing assistance to the Government of Iraq (GoI) within the framework of Iraq Public Sector Modernization (I-PSM) the UNDP support the Karbala Governorate with this RFP to extend its datacenter by providing Software applications and configuration.

Project Objectives:

This RFP contains Karbala Governorate requirements for extending its Spatial data infrastructure through configuring and development set of geospatial applications. This including the following general activities:

- building a Geographic Information System infrastructure (GIS) based on the latest serving GIS technology, which allows the establishment of a central geographic center for Karbala providing layers and geographical data, in addition to various applications and performance indicators that support in decision making.

The provided Geospatial infrastructure should contribute to the Governorate content management system for both the " Governorate " and " 21 Directorates " and should mainly be included to establishing a system based on spatial and descriptive information.

- The decision makers need effective decision-making tools that help them conduct analysis, display and disseminate results and make informed decisions about where to locate new services. This should be done using GIS tools that provides the necessary platform for visualization, modeling, analysis, and collaboration.
- Building a citizen public eye mobile based application (for Android & IOS) that allows citizens in Karbala to register their Geolocated complaints about multiple government directorates of service delivery , and develop a web platform integrated with the current GIS infrastructure to enable the Backoffice work to handle the workflow required for managing these complains.

Scope of Work:

The requested system should provide the following:

- Environment preparation
- Geographic database.
- GIS Applications.
- Training.

Geographic database:

- The service provider should create a data model based on which the geospatial database will be built. The purpose of building a unified data model is to avoid duplication of data between different directorates and departments that operate in Governorate, and representing the data more efficiently to facilitate reviewing, synchronizing and retrieving the data when needed. The provided data model should be suitable for the nature of work between the directorates.
- The geographic database should allow future expansions of spatial data and the creation of new geographical layers in line with the future development of the GIS applications in the next section
- The service provider should work in converting the data (Spatial and Tabular) that will be provided by Directorates (21 Directorate) into GIS data and upload it to the geographic database.

GIS Applications:

All provided applications should support and be deployed on high availability production environment, and the architecture should support the number of expected concurrent users for each application.

All the provided applications should be integrated with the current SDI efforts initiated in Karbala and utilize the Geo-surveying data collection environments/platforms existing in Karbala governorate. A copy from the applications source code for any custom application feature should be provided with the final built deployed on the production environment. An interactive demo/prototype should be provided for each application to have the sign off on the final applications design before the actual implementation.

Below is the list of needed applications:

Content Management System (CMS):

a collaborative platform for managing map content centrally that:

- Enables users to create, manage, and share maps and applications within the governorate's boundaries.
- Allows the expansion of the GIS area so that all users in the governorate can access and use it. The administrator can deploy the recommended policies behind the internal firewall, so the geographic applications need to meet the requirements of privacy and security.
- Will be used to build a map browser that allows different Directorates to view and update geographic data in accordance with their respective mandates.
- Will allow the administrator in different departments and sectors to add map elements, by integrating with other system components and Items to be available for viewing on the map in accordance with the terms of reference of the users.
- Should provide map, layers and geo applications catalogues containing thumbnails and meta data each.

Decision Maker Dashboard

A web-based dashboard that should provide a common operating picture for monitoring, tracking, and reporting events, to allow officials and decision makers of Governorate to follow up the various performance indicators of the 21 directorates through a simple and easy to use application.

Field Management App

An application designed for mobile data collection that:

- Enables field crews to capture and update spatial data including (point, line and polygon data) as well as tabular information directly from their smartphones and tablets—even without a data connection.
- Enables the user should to quickly and easily integrate these field reports into his database and share them across CMS.
- Can use configurable data-driven forms to create a standardized survey format such as (Kobo Toolbox, Survey123 collector) that improves data quality and consistency.
- Enables the user to mark features on a map, measure distances and areas, and capture photos and videos

2. Public eye applications:

Applications for both Android and IOS mobiles that allows citizens in Karbala to register their complaints - Geotagged- about multiple sectors of service delivery, In addition to a web application for monitoring,

managing these complaints through concerned Deputy Commissioner for appropriate remedial actions, as well as an interactive map centric dashboard and an interactive reporting window.

That:

- Enables citizens to upload picture/video/audio files in support of their complaints to ensure proper action.
- Enables citizens to use it as an anonymous user or register using an account to follow up his complaint.
- Should support unlimited number of users' accounts without any extra fees per user.
- Should be uploaded to Android google play and the Apple app store, separately branded.

The awarded company should provide at least three UX options for the end user application (mobile applications)

Training

The service provider should provide training courses on the above system. The training materials and the certifications granted for the trainees. A detailed training plan should be delivered covering all the applications aspects.

4. Expected Outputs

- Environment preparation document
- Deployment of Environment and database
- System Analysis document
- UX and application design
- Configuration and Implementation of the Applications.
- Testing document
- Deployment of the Applications.
- Training.

5. INSTITUTIONAL ARRANGEMENTS

The selected service provider will work with Karbala IT department. The deliverables must be accepted from the UNDP Iraq office to ensure that the expected outputs are achieved.

- a) The service provider will deliver all the above tasks in close coordination with UNDP Project manager and the Consultant Company will make all written documentation available in English and Arabic languages.
- b) The service provider – Project leader will provide a weekly progress reports in English and Arabic (one-page report on an agreed template with UNDP);
- c) The service provider is expected to liaise/interact/collaborate/meet with Karbala governorates representatives and the GIS representatives in the 21 related directorates during performing the work. UNDP will provide Facilitation letter to support the work.

6. DURATION OF WORK

The expected work duration is **4 months**. Less duration for ending the whole project is preferred.

7. DUTY STATION

The service provider team need to be available in Karbala during Analysis and testing phases the other tasks could be mix between remotely homebased and duty stations in a way that facilitate smooth project operation.

8. QUALIFICATION OF THE SUCCESSFUL SERVICE PROVIDER AND KEY PERSONNEL

- The service provider must provide a qualified teamwork with experience in related field including NSDI to accomplish the required work in effective and efficient way.
- The service provider must have international experience, providing work experience in Iraq is a plus.

- The service provider must have Excellent communication skills both written and verbal in Arabic and English.

10. Key Personnel:

The team should be composed of at least:

1. Team Leader (One);
2. Trained and experienced individuals to undertake the field work (2 Positions); and

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 proposed personnel.

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 IT including NSDI or related field;
- At least 3 years professional experience working in Iraq or other country in developing software/applications or relevant IT environment is essential;
- In-depth understanding of and experience in undertaking and managing relevant exercises as per the ToR in Iraq is an advantage;
- Experience in managing and training teams/member is essential;
- Excellent written and spoken Arabic and English language skills are essential.

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

- University degree (Bachelor's degree or equivalent) in in subjects related to IT including NSDI or related field;
- At least 3 years professional experience conducting relevant IT application development or operations in Iraq is essential;
- In-depth understanding of and experience working as surveyor in Iraq is essential;
- Similar field experience in Karbala province will be an added advantage;
- Excellent written and spoken Arabic language skills are essential to undertake field visits in Karbala province;
- Knowledge of English would be an asset;

9. Schedule of Payment and Deliverables

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>	1 Month
2 nd payment (40% of the total Contract Amount)	Upon satisfactory completion of <u>Application Development and complete preliminary profiling and acceptance of the preliminary profiling of the GIS application as per the ToR.</u>	2 Months
Final payment (35% of the total Contract Amount)	Upon satisfactory completion of <u>application development and analysis, finalize Implementation, testing, training and acceptance</u> by UNDP Inclusive Governance team.	1 Month

Outputs	Percentage	Timing	Condition for Payment Release
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Deployment of Environment and Database	20%		
System Analysis document	10%		
UX and application design	10%		
Configuration and Implementation of the Applications.	20%		
Testing document	10%		
Deployment of the Applications	10%		
Training	10%		

A. Recommended Presentation of Proposal

- A letter explaining why the applicant organization considers itself the most suitable candidate for the work;
- Organization Profile including Management arrangements, Operational and Finance Management capacities, and past experience in similar projects and at least 3 references;
- CVs for the proposed Key Staff Positions required for the Project, including references;
- Documents to substantiate Minimum 3 years of professional experience and knowledge in designing and development similar project assignments.
- Detailed Technical Proposal. Includes context analysis, evidence sources/data, proposed methodology for the project, Results Framework, Risk Analysis etc.;
- 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).

Password Protected Financial Proposal:

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.

Note: Please don't mention the cost in the E-Tendering rather put 1 in the required field. The companies who will provide the cost in the E-Tendering, their technical proposal will not be accepted.