

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC014/15 – International Consultant/ International Programme
Coordinator /Head of KRI Office for United Nations Human Settlements
Programme, UN-HABITAT

Date: 26^h of February 2015

Description of assignment: Consultative Services for UNDP on behalf of UN-HABITAT for International Programme Coordinator /Head of UN-HABITAT KRI Office

Type of Consultancy: International Post; Senior Specialist Level.

Duty Station: Erbil, Kurdistan Region of Iraq with Travel to Baghdad, Dohuk, Sulaymaniya, Iraq and Amman, Jordan.

Period of assignment/services: Six Months.

Estimated Starting Date: Late- March 2015 till Late-September 2015

Proposals should be submitted to the following e-mail address no later than **COB 8th of March 2015 (Baghdad Time: +3 GMT):**

IC1.undp.iq@undp.org. Please note the following:

- *It is a MUST to indicate the Procurement Notice Number in the e-mail subject line).*
- *Any request for clarification must be sent to the following e-mail address: dolores.maitim@undp.org. The Procurement Unit will respond by e-mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate.*
Kindly be informed that the UN P11 Form (“CV Form,” ref: Annex 2) must be completed. It is not permissible to submit a Curriculum Vitae in lieu of this form.
- *Emails sent to the previously mentioned address shouldn’t exceed the limits of 8MB.*

1. Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

A. Technical Proposal: (which will include the following):

- **Signed Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- A **letter** explaining why he/she considers him/herself the most suitable candidate for the work.
- **Personal CV** including past experience in similar projects and **at least 3 references**.
- **UN P11 Form** (“CV Form”) – **Annex 2 attached**. UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.
- A language assessment will be conducted [if needed] for the purpose of verifying influence in English;
- **Sample reports** of previous work in English.
- A brief **Methodology** on how the candidate will approach and conduct the work.

(The expert is asked in his/her offer submission in the methodologies section to bring the description of the above mentioned points in **3. Scope of Work and Expected Outputs**.)

B. Financial proposal:

The financial proposal will specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Financial Proposal Form, providing a breakdown of this lump sum amount (including travel, per diems) is to be provided by the offeror – ***Annex 3 attached***

C. Travel:

All envisaged travel must be included in the financial proposal. This includes all travel to join duty station/ repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class, he/she should do so using his or her own resources.

Furthermore, Individual Consultant who is at the duty station at the time of hire is ineligible for travel to join, and who remain at the duty station after contract completion is ineligible for repatriation travel

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

2. Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
- b) Achieving the highest combined score (financial and technical).

Minimum requirements: ***(Please see Annex 4). This will be part of the technical proposal.***

1. Master's degree in development studies, international affairs, public administration, political science or a related field.
2. Minimum seven years of experience in development assistance, crisis prevention and recovery, project coordination, project management or a related field.
3. Willingness to obtain the required security courses as applicable through the website;
4. Subject to security requirement, consultant must pass the Security Awareness Induction Training (SAIT); in case if any travel is required to Iraq.
5. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
6. Failing the (SAIT) training, it will be a cause to terminate the contract.
7. Willingness to undergo a medical exam. This applies only for consultant of 62 years of age and above where a full medical exam will be required from UN certified doctor if selected for award of contract.
8. Ability and desire to work inside Iraq.
9. Acceptance of IC General Terms and Conditions.

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

<i>Criteria</i>		Max. Point 100	Weight
Technical	Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents: <ul style="list-style-type: none">• Master's degree in development studies, international affairs, public administration, political science or a related field. 20 points• Minimum seven years of experience in development assistance, crisis prevention and recovery, project coordination, project management or a related field. 20 points• Work experience in International Agencies in post-conflict countries. Experience in the region is an asset. 20 points	60 Points	70%

Criteria		Max. Point 100	Weight
	Criteria B: relevance and responsiveness of candidate’s approach, technical proposal and submitted work plan and Methodologies: <ul style="list-style-type: none">Fluency in written and spoken English. To be supported by sample of reports. 10 points.A work plan for timely implementation of all contract deliverables. 15 points.A brief methodology stipulating how the work will be implemented. 15 points.	40 Points	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

Annexes:

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

Annex 2 – CV Form.

Annex 3 – Price Schedule Sheet.

Annex 4 – Minimum Requirements Checklist.

Annex 5 – Individual Consultant General Terms and Conditions.