



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

IRQ10-063/15

Public Financial Management Consultant International Consultant

Date: June 10, 2015

Description of the assignment:	Procurement of Individual Contractor: Local Development and Outreach Specialist
Duty Station:	Basra, Iraq, with possible travels inside the region as necessary
Period of assignment/services:	102 working days over approximately 6 months (part-time)
Estimated Starting Date:	5 July 2015
Proposals should be submitted:	Not later than 24 June 2015, 17:00 (Iraq time)

Important Notices:

- Application documents are published on the following link <http://www.iq.undp.org/content/iraq/en/home/operations/procurement.html>. and
- http://procurement-notice.undp.org/view_notice.cfm?notice_id=22902
- Applicants should complete and sign the required documents and send the scanned copies to the email IC1.undp.iq@undp.org by the deadline (It is a MUST to indicate the Procurement Notice Number "IRQ10/IC-063/15" in the e-mail subject box).
- Any email received after deadline due to any technical problem in sending or receiving servers may be rejected
- Applications with any missing documents or non-UNDP format may NOT be considered for evaluation;
- Applicants need to use Adobe reader, MS Word, zipping software (WinRAR) to be able to use and view the documents for this procurement notice;
- Only applications submitted to the email address IC1.undp.iq@undp.org will be considered
- Any request for clarification must be sent to the following e-mail address: sherali.toshmurodov@undp.org
The Procurement Unit will respond to all queries (if any) without identifying the source of inquiry. Answers will be published on the link mentioned above
- Each email should be less than 5 MB; emails over this size will not be received to the above mentioned account.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

TERMS OF REFERENCE

LOCAL DEVELOPMENT AND OUTREACH SPECIALIST

I. GENERAL INFORMATION

Programme:	Inclusive Growth and Private Sector Development (IGPSD), UNDP Iraq
Project:	Shell Partnership Project
Post Title:	Local Development and Outreach Specialist
Type of Contract:	Individual Contractor (IC)
Duty Station:	Home-Based and Iraq
Expected Travel Destinations:	Basrah and Erbil, Iraq and Dubai, U.A.E.
Language(s) Required:	English
Duration of Assignment:	102 WDs over approximately 6 months (part-time)
Start Date:	5 July 2015

II. BACKGROUND AND ORGANISATIONAL CONTEXT

In line with the United Nations Development Assistant Framework (UNDAF) to the Government of Iraq, and with on-going efforts to partner with the Government of Iraq for the enhancement of the Iraqi private sector, UNDP Iraq's Inclusive Growth & Private Sector Development (IGPSD) cluster has entered into a partnership with Shell Iraq Petroleum Development B.V. (Shell) to engage in community development activities in the Majnoon Oil Field area, including vocational training and small business development.

International Oil Companies (IOCs) operating in Basrah and throughout Iraq are strongly encouraged to maximize their hiring of Iraqi employees and use of goods and services supplied locally, as well as extend efforts to support a sustainable and inclusive local economic development, especially in and around the communities with close proximity to the Majnoon oil field. However this has proven difficult as economic difficulties, insecurity and conflict experienced by Iraq over the previous 30 years have depleted the nation's supply of skilled labour and its small business base, and affected the livelihoods and access to basic services, especially for the poor, disadvantaged or otherwise vulnerable people and communities.

Therefore, IGPSD has launched in partnership with Shell a series of interventions, including support for sustainable and inclusive local economic development and the strengthening of domestic vocational training capacity in the Majnoon Oil Field area.

As such, UNDP Iraq seeks an international **Local Development and Outreach Specialist** to serve:

- Under the overall supervision of the Shell Partnership Manager; and
- In coordination with members of UNDP's Basrah Office and with other relevant counterparts.

III. SCOPE OF WORK

The **Local Development and Outreach Specialist**, under the supervision of the Shell Partnership Manager, will carry out the following activities:

- Maintain close coordination with Shell for planning, informational, monitoring and reporting purposes;
- Prepare partnership documentation including Cost Sharing Agreements (CSAs), CSA Amendments, and Quarterly and Annual Reports for submission to Shell and, where appropriate, UNDP;
- Prepare inputs and support the UNDP-Shell External Partnership Review;
- Prepare inputs for and participate in bi-weekly, bi-monthly, and annual board meetings;
- Prepare inputs for and participate in partnership and project communications activities;
- Provide technical advice to the Shell Partnership Manager on project implementation;
- Coordinate project implementation in Iraq;
- Participate, where possible, in engagement with project stakeholders including, but not restricted to government, private sector, civil society, and community actors;
- Coordinate and/or provide technical support to assessments, studies, and community consultations, as required;
- Assist, where required, with the preparation of ToR for project staff;
- Contribute to selection criteria and processes for the identification of project beneficiaries;
- Prepare, as necessary, concept notes and proposals for resource mobilisation and project identification; and
- Other tasks, as required, relating to local development and outreach activities.
- Design and monitor communication plans
- Conduct consultation processes as needed
- Formulate and monitor local development projects
- Assist in strategies and documents for CSR Programming

IV. EXPECTED OUTPUTS AND DELIVERABLES

The following outputs will be expected from the **Local Development and Outreach Specialist**:

OUTPUTS	TARGET DUE DATE	APPROVALS REQUIRED
Bi-Monthly/Board Meeting Inputs	As Needed	Shell Partnership Manager
Quarterly Report 2 (2015)	End-June 2015	Shell Partnership Manager
Quarterly Report 3 (2015)	Mid-October 2015	Shell Partnership Manager
Annual Report (2015)	End-December 2015	Shell Partnership Manager
CSA	As Needed	Shell Partnership Manager

CSA Amendment(s)	As Needed	Shell Partnership Manager
Communication Plan	July 2015	Shell Partnership Manager
Local Development Consultations	As needed	Shell Partnership Manager
Design Local Development Projects	As needed	Shell Partnership Manager

V. TIME AND METHOD OF PAYMENT

The Local Development and Outreach Specialist shall be paid every month based on a daily rate, assuming the UN-standard of 8 hours per day. Payments will be done based on the actual number of working days agreed and scope of works. For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it the time attendance sheet. The reimbursable costs will be paid on actual basis, upon submission of Travel Claim and invoices.

VI. KEY PERFORMANCE INDICATORS

- Professional performance with minimum supervision
- High quality of products and deliverables
- Timely delivery of expected outputs.
- Effective communication with project management and stakeholders

VII. DURATION OF WORK

The duration of the consultancy is 102 working days (i.e. 17 days a month) over an approximate six-month period. Over the contact duration approximately 60 days will be spent at the contractor's home base and 42 days will be spent in Iraq. The consultancy is expected to begin on 5th July 2015 and finish on 31st Dec 2015.

VIII. REPORTING

The **Local Development and Outreach Specialist** will work under the supervision of, and report to, the Shell Partnership Manager.

IX. LOGISTICAL AND ADMINISTRATIVE SUPPORT AVAILABLE TO CONTRACTOR

UNDP Iraq will provide a laptop to the **Local Development and Outreach Specialist**. In addition, the issuance of visas required for official travel will be supported by UNDP. Office space, accommodation (if available) and associated facilities will also be provided to the contractor, at UNDP premises, during

his/her time in Iraq. If unavailable, suitable accommodation will be provided in a secure hotel. The transportation inside Iraq will be provided by UNDP.

X. QUALIFICATIONS AND COMPETENCIES

The **Local Development and Outreach Specialist** will require the following qualifications, experience, competencies and language skills. Only applicants who meet these criteria will be short-listed will be contacted.

A. Education and Professional Qualifications Required:

- Master's degree in development studies, economics, social sciences or related fields.

B. Experience Required:

- Minimum 5 year experience in local development and/or outreach activities
- Experience in delivering socio-economic development projects, gender and/or poverty reduction interventions;
- Experience in conducting assessments, field studies and community consultations;
- Experience in preparing concept notes and project proposals for the purposes of programme development and resource mobilisation;
- Experience engaging with local officials and community leaders;
- Experience of development in insecure settings;
- Experience of development in the Iraqi context; and
- Knowledge of the UNDP procedures and processes is an advantage

C. Competencies Required:

- Robust analytic skills to be able to troubleshoot or problem-solve;
- Operational effectiveness and initiative;
- Leadership and self-management;
- Focus on results and respond positively to feedback;
- Consistently approach work with energy and a positive attitude;
- Demonstrate openness to change and ability to manage complexity;
- Team spirit and excellent interpersonal skills;
- Ability to adapt to a multi-cultural working environment; and
- Ability to work under pressure.

D. Languages Required:

- Fluent/Native English is required; and
- Arabic is an asset.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL:

1- Technical Proposal: (which will include the following):

- Signed Template Confirmation of Interest. (Please use **Annex 1**);
- A letter explaining why he/she considers himself/herself the most suitable candidate for the work;
- Personal CV including past experience in similar projects and at least 3 references. Please Use the CV Form (P11 for SCs and ICs)– Annex 2 attached. (UNDP-Iraq reserves the right to disqualify any of CVs who are not compliant with the requested form);
- A language assessment will be conducted [if needed] for the purpose of verifying fluency in Arabic and English;

2- 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 delivery of the services specified in the TOR.
- A breakdown of this lump sum amount (including travel, per diems) is to be provided by the IC candidate. Please use Annex 3 – Financial Proposal Form.

3- Travel:

The Local Development and Outreach Specialist will be home based with regular travel to Iraq. This is estimated at, on average, 10 days home-based and 7 days in Iraq each month, to a total of 17 working days per month. There will also potentially be occasional travel to Dubai (e.g. 2 days per quarter) for meetings with Shell. The contractor will be required to participate by teleconference in bi-weekly operational meetings and attend in person (in Iraq or Dubai, UAE) bi-monthly and annual board meetings.

All envisaged travel as per the TOR shall be included in the financial proposal. This includes all travel to join duty stations/repatriation travel, living allowances and any other expenses. In General, UNDP does not accept travel costs exceeding those of an economy class tickets or UNDP DSA rates.

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.

XII. CRITERIA FOR SELECTION OF BEST OFFER

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: This will be part of the technical proposal

- a) Master's degree in development studies, economics, social sciences or related fields.
- b) Minimum 5 year experience in local development and/or outreach activities
- c) Willingness to obtain the required security courses as applicable through the website.
- d) Subject to security requirement, the IC must pass the Security Awareness Induction Training (SAIT) in case if any travel is required to Iraq.
- e) Willingness to undergo a medical exam. This applies only for consultant of 62 years of age and above where a full medical exam will be required from a UN certified doctor if selected for award of contract.
- f) Ability and desire to work inside Iraq.
- g) Acceptance of IC General Terms and Conditions. See Annex 4 – Individual Consultant General Terms and Conditions

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

CRITERIA	WEIGHT	MAX. POINTS
Technical Score (based on CV/P11, proposal, and interview [if required])	70%	100
Criteria A: Understanding of Scope of Work (SoW); and comprehensiveness, organisation and completeness of proposal		40
Criteria B: Educational background		20
Criteria C: Length and suitability of experience		20
Criteria D: Competencies (possibly from Competency Based Interview)		20
Financial Score (Lowest Offer/Offer Being Evaluated * 100)	30%	100
TOTAL SCORE:	Technical Score * 70% + Financial Score * 30%	

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 – Proposal Submission Form (Template Confirmation of Interest)

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

Annex 3 – Financial Proposal Form.

Annex 4 – Individual Consultant General Terms and Conditions