United Nations Development Programme
برنامج الأمم المتحدة الإنمائي

Iraq

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC072/15 – Project Engineer

Date: 23rd June 2015

Description of assignment:	**: Project Engineer (Solar)**
Type of Consultancy	**: National Post.**
Duty Station	**: Baghdad with travel to the field sites in Najaf, Baghdad, Basra, Erbil and Sulaimanyah.**
Period of assignment/services	**: 6 months**
Estimated Starting Date	**: 15 July 2015**

Proposals should be submitted to the following e-mail address no later than **COB 04 July 2015 (Iraq local 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: dler.mohamad@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;
- 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.***

Under the direct supervision of the Project Manager, the Project Engineer (Solar) will be required to coordinate with the national and international consultants, the project partners and will provide technical support in producing a set of deliverables as mentioned below:

A- Complete the technical analysis to support the evaluation of crystalline (mono and poly), thin-film technology PV modules, suitable inverters, required grid connection equipment and calculation of the most suitable performance ratios for each for small PV systems taking into consideration grid disturbance in absence of a grid code and reliable grid.

B- 1. Design of local mounting structures, security measures and cleaning procedures to avoid dust-related performance reduction procedures,

2. Design of electrical connections to integrate with home electrical systems and the grid, to form a mini-grid for the Bytti project, which can help support the Bytti project during power outages and

3. Undertake technical training on inverters, isolators and compliance with the grid code (developed with the assistance of the project) for appropriate operation and management of the rooftop PV systems and mini-grid.

In addition to above tasks, the Short term Project Engineer (Solar) is required to assist the project manager and/or the national consultant in organizing field events during the period of the contract.

Key outputs	Deliverables
A. Data collection and technical	- Technical report on data collection and analysis

analysis in support of evaluation of equipment of solar system	- Final Evaluation report
B1. Solar System and infrastructure designed and installed for Solar PV system and effective maintenance	- Engineering design of solar PV system and necessary component - Field monitoring report - Installation completion report
B2. Technical design completed Grid connectivity of solar PV system	- Engineering design on Solar PV
B3. Successfully completed grid connection of bitty solar PV	- Report on success grid connection of solar PV
B3. Training materials developed for effective O&M of Solar PV systems under the project	- Training report
C Support to the Project Manager, International and national consultant on any technical/engineering matters under the project.	- Technical reports

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

	Criteria	**Max. Point 100**	**Weight**
Technical	**Education: 25%** • College degree in Engineering, Science, or a related field; M.SC. Degree or Ph.D. Degree is preferable. **25 Points**	**25 Points**	**70%**
	Work Experience: 50% • University degree and at least 7 years of professional experience or graduate university degree with 5 years in engineering or science. • Familiarity with the key characteristics of implementing solar PV installations, including grid-connected, off-grid, and hybrid installations with and without battery storage; • Demonstrated experience and success in the engagement of, and working with, the private sector; • Good analytical and problem-solving skills and the related ability to adaptively manage with prompt action on the conclusions and recommendations coming out of the project's regular monitoring and self-assessment activities; • Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members to effectively work towards the project's objective and expected outcomes; • Proven experience of working in solar PV initiatives in Iraq. **50 Points**	**50 Points**	
	C. Language: 20% Fluency in English and Arabic, highly developed communication and advocacy skills, including the ability to write concisely and clearly in English. **20 Points**	**20 Points**	

	Criteria	Max. Point 100	Weight
	D. Computer Skills: • Familiarity with the MS Office suite of applications, particularly MS Word, Excel and PowerPoint. **5 Points**	**5 Points**	
Financial	**Lowest Offer / Offer*100**		**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.