

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE  
IRQ10-IC095/15 – Finance Officer

Date: 17 August 2015

Description of assignment: : Finance Officer for UNOCHA  
Type of Consultancy : National Post.  
Duty Station : Erbil

Period of assignment/services : 5 months with possible extension

Estimated Starting Date : 01 October 2015

Proposals should be submitted to the following e-mail address no later than **COB 30 August 2015** (Iraq local Time: +3 GMT):

[ic1.undp.iq@undp.org](mailto: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: [dlr.mohamad@undp.org](mailto:dlr.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.***

**Education:**

Master's Degree with 1 year experience, or Bachelor degree with 2 years experiences in financial management, accounting and other related fields.

**Experience:**

2 years of relevant and progressive experience in financial management, accounting, reporting and/or financial controlling. Certification as a Qualified Accountant would be an asset.

Experience in humanitarian affairs, emergency preparedness and management of emergency relief would be a strong asset.

Relevant professional experience within the UN common system would be an asset.

Knowledge of OCHA's institutional mandates, policies and guidelines related to humanitarian affairs and humanitarian reform is desirable.

**Language Requirements:**

Fluency in English (written and spoken) is required

Fluency in local languages (Arabic and/or Kurdish) is required.

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

<b>Criteria</b>		<b>Max. Point 100</b>	<b>Weight</b>
<b>Technical</b>	Education: 30% <ul style="list-style-type: none"> <li>Master's Degree with 1 year experience, or Bachelor degree with 2 years experiences in financial management, accounting and other related fields. <b>30 Points</b></li> </ul>	<b>30 Points</b>	<b>70%</b>
	Work Experience: 50% <ul style="list-style-type: none"> <li>2 years of relevant and progressive experience in financial management, accounting, reporting and/or financial controlling.</li> </ul>	50 Points	

Criteria		Max. Point 100	Weight
	Certification as a Qualified Accountant would be an asset. <ul style="list-style-type: none"><li>• Experience in humanitarian affairs, emergency preparedness and management of emergency relief would be a strong asset.</li><li>• Relevant professional experience within the UN common system would be an asset.</li><li>• Knowledge of OCHA’s institutional mandates, policies and guidelines related to humanitarian affairs and humanitarian reform is desirable. <b>50 Points</b></li></ul>		
	C. Language: 20% <ul style="list-style-type: none"><li>• Fluency in English (written and spoken) is required</li><li>• Fluency in local languages (Arabic and/or Kurdish) is required. <b>20 Points</b></li></ul>	<b>20 Points</b>	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

<b>Weight Per Technical Competence</b>	
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.**