

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Q-IC-098/15 – National Consultant as Mobilization Expert/ UNDP Iraq

Date: 30th of Aug 2015

Description of assignment: Consultative Services for National Consultant as Mobilization Expert/ UNDP Iraq;

Type of Consultancy: International Post;

Duty Station: Home Base.

Period of assignment/services: 130.5 Working Days - Over a period of 6 Months.

Estimated Starting Date: Mid-Sep 2015 till End of Mid-March 2015

Proposals should be submitted to the following e-mail address no later than **COB 12th of September 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 above e-mail address. 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. Background

Since January 2014, more than 2.8 million Iraqis have been displaced by violence caused by Armed Opposition Groups (AOGs) and many are still in urgent need of help. Almost half of these newly displaced Iraqis have taken refuge in the Kurdistan Region, which already hosts approx. 250,000 refugees from the conflict in Syria and which has had an over 23% increase in its population. In most of the affected areas, the number of IDPs staying in the host communities exceeded the population of non-camp refugees or even the local population. The burden on the local government, as well as the UN and international community, to provide assistance for the displaced population has increased dramatically, but the capacity of the government and local communities has already been stretched. As armed conflicts continues to escalate in Iraq, negative economic and security impacts are inevitable, which will significantly hinder early recovery efforts and increase the risk of vulnerable groups’ exploitation, such as Sexual and Gender based Violence (SGBV), human right violations and extreme poverty. Further deterioration of socio-economic wellbeing of the displaced and local populations may lead to social tensions and people’s discontent in the society, which may result in widespread social unrest and violence.

In response to the on-going crisis, UNDP has launched the Iraq Crisis Response and Resilience Programme (ICRRP), focusing on: 1) coordination, 2) basic services and accountability, 3) livelihoods recovery, 4) protection and 5) social cohesion. The overall objective of this program is to build the resilience of the communities that are most affected by the displacement of refugees and IDPs.

Due to on-going conflicts, public service provision has been disrupted in all affected areas. The restoration of basic public infrastructure is essential to alleviate vulnerability of the affected population and prevent future people’s movements escaping from the poor living conditions. Socio-economic factors associated with IDPs (e.g., ethnicity, sectarian/religious divide, violent conflicts, multiple displacements, and possible security risks) are extremely complex and have great impacts on the social fabrics of the communities and increase a risk of tensions between the local communities and the

displaced populations, both refugees and IDPs. Support for social cohesion and resilience-building is therefore critical to prevent further deterioration of social capital of the local communities and potential escalation of violence.

To achieve enhancement of social cohesion between local and displaced populations in affected communities through community mobilization at the grass-root level, UNDP has partnered with UNV to launch a mechanism to create a dialogue platform for participation in the host community to promote social cohesion among the local and displaced (both refugees and IDPs) population. The platform functions as an inclusive and collective decision-making body through which the community members can periodically join to seek assistance, motivation and continuous learning as well as a responsible party to design and implementation of community-based initiatives to advocate community solidarity and mutual understanding among different social groups. The platform will be led by trained local volunteers as “agents of change” within their communities. Community volunteers will be trained on conflict resolution, community mobilization and leadership to become agents of change in their neighborhoods.

In order to mobilize communities for peaceful co-habitation and promote community solidarity among refugees, IDPs, and host communities, it is vital to engage local communities and displaced population and guide them to organize participatory dialogues as well as design, implement, and monitor community-based activities identified through such dialogues. Because of complex nature of social, political, and economic factors in the communities in Iraq, knowledge on the local context and strong skills to network with local actors is critical for successful results of the ICRRP social cohesion activities. To this end, UNDP looks for high-quality national expert to analyze the current socio-economic situation in the host communities, assist the ICRRP Team Leader for Social Cohesion to manage day-to-day project activities related to social cohesion and community mobilization working with National UNVs and local volunteers, as well as provide pertinent technical and policy advice.

2. Objective:

Under the framework of Iraq Crisis Response and Resilience (00085156) and in line with other UNDP projects supporting IDPs, Syrian refugees and host communities, the Consultant is expected to provide technical expertise to facilitate implementation of the project activities and provide policy inputs on the interventions for community mobilization and social cohesion. The key results at the end of the assignment period will include:

- The current socio-economic situation on local communities with the displaced population to be assessed with a community participatory approach
- Community dialogue platform established and functional with full mobilization of community and trained local volunteers
- Catalytic entry points for community-based activities for UNDP social cohesion identified and implemented
- Assistance to ensure smooth implementation and proper management of day-to-day activities, including providing guidance to local and national UN volunteers under overall supervision of Team Leader
- Policy advice and technical inputs provided for promoting social cohesion and enhancing host community support. (policy dialogues, round table, etc)

3. Expected outputs:

Under the direct supervision of Team Leader of Social Cohesion with overall guidance by ICRRP Programme Specialist/Project Manager, the consultant will undertake the following tasks:

A. Community-based socio-economic situations assessment of host communities with the displaced population

- Conduct desk review on the relevant data and research documents

- Conduct stakeholder mapping and multi-sector/perception assessment of the local socio-economic dynamics and priority socio-economic needs in the communities
- Facilitate focal group discussions with local and displaced populations in the communities
- Analyze the findings and finalize an assessment report

B. Community mobilization and establishment of community dialogue platform

- Identify and establish community consultation groups, including vulnerable target population (including women, disability, etc.) to design an effective structure of dialogue platform
- Promote consultations with relevant parties to identify the need gaps and UNDP's entry points for catalytic effects
- Develop capacity of young people and women on collaborative leadership for social cohesion, bring local and refugee populations together
- Select, recruit and train local volunteers from the host communities and refugee populations on dispute resolution and mediation, including women's empowerment, mine-risk education, and human rights in host communities.

C. Development and facilitation of community-based activities

- Identify entry points for multi-cultural/trust-building/community solidarity activities for social cohesion and support youth groups, NGOs/CSOs/CBOs to implement these activities.
- Provide technical support to design community-based activities in an inclusive manner
- Review and appraise activity proposals from the communities
- Provide technical and logistics support to local volunteers and the community dialogue platform to organize multi-cultural/social-gathering events in 6 governorate (Erbil, Dohuk, Sulaymania, Karbara, Najaf and Basra)
- Provide policy advice to strengthen synergies and partnerships with other actors, such as the governments, the private sector, and the international organizations for greater positive impacts of the UNDP interventions
- Provide technical support to strengthen the capacity of community groups for advocacy, communications, and resource mobilization, including utilization of social media and other innovative communication tools.

D. Facilitation of project activity management

- Assist in designing the detailed implementation plan of the identified interventions, including potential implementing partners, methodologies, and coordination mechanisms, in accordance with UNDP's rules and regulations
- Develop ToR and facilitate selection/procurement process of responsible partners
- Monitor day-to-day project activities and provide guidance to UNVs and local volunteers. Promptly report to ICRRP Team Leader and Project Manager and relevant actors whenever the issues that require their attention arise.
- Prepare reports, information materials, and publications on the project activities
- Provide technical support to ensure the project activities are implemented in line with the planned timeline and results.

E. Policy advisory and technical support for promotion of social cohesion activities

- Support organization of roundtable discussions, press conferences, briefing sessions, interviews, launches, etc. in the area of Social Cohesion.
- Identifies the latest trends in Social Media, Organizational Development and other areas that can have an impact on the delivery of the project results.
- Assist identifying best practices and lessons learned directly linked to Social Cohesion projects from around the world.
- Engage in Community of Practice within the area of Social Cohesion, support knowledge sharing and documentation of best practice.

4. Deliverables and outputs:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

Deliverables	Output	Location	Target Date	Payment %(US\$)
1.Activity inception Report	Inception Report prepared and submitted	Erbil, Iraq	30 Sep, 2015	Six Equal Instalments [16.66%] at the end of Each month
2.Community dialogues organized	Community dialogue reports complied submitted		End of Each Month	
3. Community activities identified and implemented	Lists of identified community activities as well as activity report from the community leaders complied and submitted		End of Each Month	
4.Inputs for ICRRP Quarterly and Annual Reports	Inputs for Social Cohesion Section of Quarterly /Annual Report are submitted to Team Leader		30 Dec, 2015 30 Mar, 2016	
5.Final Project Activity Report	Final Activity Report submitted		30 Mar, 2016	
TOTAL:				100%

5. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the Consultant must be certified by the supervisor(s) specified below
- Payments are to be made within 30 days from receipt of invoice.
- For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it explaining the accomplishment of the tasks.

6. Key Performance Indicators during implementation of Services:

Overall, the Consultant's performance will be evaluated based on the following key criteria:

- Planning and Organizing skill: Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication skill: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- Client Orientation skill: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.

Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

7. Reporting:

The Consultant will report to the UNDP-Iraq ICRRP Team Leader of Social Cohesion with overall guidance by ICRRP Programme Specialist/Project Manager.

8. Travel Plan:

- The contractor will be based in Erbil.
- Consultancy May includes travel to other locations inside Iraq or to other countries as needed/ requested by the project manager and upon approval of UNDP Iraq office.

9. Time Line:

- The consultancy will be Erbil, Iraq.
- The contract commencement date is aimed to be by 15 Sep till Mid-March 2016.

10. Competencies:

Corporate Competencies:

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under pressure and to meet deadlines;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful.

Professionalism:

- Shows pride in work and in achievements; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Communication:

- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing:

- Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Client Orientation:

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.

Teamwork:

- Works collaboratively with colleagues to achieve organisational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

Technological awareness:

- Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

11. Facilities:

- a) Office Facility:
 - UNDP will provide an appropriate office inside the UNAMI Camp only.
 - The consultant is expected to bring his/her laptop with him/her.
 - Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).
- b) Office Supplies and Printing Facilities: UNDP will provide office supplies and printer facilities only inside the office premises.
- c) Office Supplies and Printing Facilities: UNDP will not provide office supplies/ printer facilities during missions presents in this assignment.
- d) Communication Facilities: UNDP will provide access to internet only inside the office premises during this assignment.

12. Qualifications and Requirements:**A. Education:**

- Advanced degree (Master degree) in Social or Political Science, International Development, International Relations, Conflict Resolution/Crisis Management or other relevant topic

B. Work Experience:

- Minimum 5 years of relevant experience in community development, conflict mitigation, social development or poverty reduction
- Knowledge of socio-economic, culture, and community development issues in Iraq
- Experience with community mobilization and advocacy in crisis setting, preferably in Iraq
- Experience assessing and addressing issues of community development and poverty alleviation.
- Experience with diverse projects – in complex environments, involving multi-disciplinary teams, broad ranges of stakeholders, and within volatile security situations – is strongly preferred
- Previous working experience with international organizations such as UNDP, other UN agencies, or international NGOs is an asset
- Strong knowledge on Result-based Project Management.
- Experience in other Middle-East and post-conflict countries is an asset
- Excellent reporting and writing skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

C. Language:

- Fluency in English language is required.
- Fluency in Arabic language is required.
- Fluency in Kurdish language is required.

The Consultant should provide documented examples from previous assignments of proposed personnel related to deliverables in this Terms of Reference;

13. 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**)

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***

Important note: the consultant is required to specify the daily fee in his proposal.

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.

14. 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. At least 5 years’ organizational experience in working with CSOs and in particular when it comes to institutional capacity development and civil society empowerment.
2. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
3. Willingness to obtain the required security courses as applicable through the website;
4. Subject to security requirement, consultant must pass the Safe and Secure Approaches in Field Environment (SSAFE); 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 (SSAFE) 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 a 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.

Criteria		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">• Advanced degree (Master degree) in Social or Political Science, International Development, International Relations, Conflict Resolution/Crisis Management or other relevant topic (10 points)• Minimum 5 years of relevant experience in community development, conflict mitigation, social development or poverty reduction (10 points)• Knowledge of socio-economic, culture, and community development issues in Iraq (10 points)• Experience with community mobilization and advocacy in crisis setting, preferably in Iraq (10 points)• Experience assessing and addressing issues of community development and poverty alleviation. (10 points)• Experience with diverse projects – in complex environments, involving multi-disciplinary teams, broad ranges of stakeholders, and within volatile security situations – is strongly preferred. (10 points)• Previous working experience with international organizations such as UNDP, other UN agencies, or international NGOs is an asset(5 points)• Strong knowledge on Result-based Project Management. (5 points)• Experience in other Middle-East and post-conflict countries is an asset (5 points)	75 Points	70%
	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. (5 points).• Fluency in written and spoken Arabic. To be supported by sample of reports. (5 points).• Fluency in written and spoken Kurdish. To be supported by sample of reports. (5 points).• A brief methodology stipulating how the work will be implemented. (10 points).	25 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.