



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Q-IC-051/15 – National Consultant for Facilitation of TOT Trainings for NGOs
Directorate Staff and Iraqi NGOs/ UNDP Iraq**

Date: 4th October 2015

Description of assignment: Consultative Services for National Consultant for Facilitation of TOT Trainings for NGOs Directorate Staff and Iraqi NGOs/ UNDP Iraq

Type of Consultancy: National Post

Duty Station: Home Base, with Travel to Najaf, Karbala and Basra

Period of assignment/services: 40 Working Days over a period of Seven Months.

Estimated Starting Date: 19th October 2015 till 19th May 2016

Annex 1

TERMS OF REFERENCE

National Consultant for Facilitation of TOT Trainings

I. GENERAL INFORMATION

Programme:	Local Area Development Programme EU, UNDP Iraq
Post Title:	National Consultant
Level:	Specialist
Type of Contract:	Individual Contractor (IC)
Duty Station:	Home-Based within Iraq
Expected Travel Destinations:	Basra, Karbala and Najaf
Language(s) Required:	English
Duration of Assignment:	7 months (Part-time, 40 Working Days)
Start Date:	19 th October 2015

II. BACKGROUND

- Through a competitive expression of interest, a pool of master trainers will be established combining NGO directorate staff and some NGO representatives in recognition of the NGO training skills that some NGOs have already developed. This combination will not only reinforce the pool of Master trainers' expertise, but its reach as well. NGO master trainers will be selected on a qualification basis through an open and transparent process. The master trainer pool will count with 25-30 members with at gender balance of at least 40/60. Selected candidates will be invited to attend a 6 day TOT Training to further develop their competences as a trainer, and will then be given the opportunity to conduct training needs assessment in their areas to identify the 2 curricula that will be developed. And will then be invited for 4 days training will be organized to teach the participants on how to design an interactive course curriculum.
- Finally three different thematic curriculums will be developed based on the topics identified through NGO consultations, and one of the three topics will cover legislative process lobbying skills. Gender mainstreaming will also be an important cross-cutting theme throughout the three curriculums.

III. SCOPE OF WORK

The national consultant will work under the overall guidance of the team leader (international consultant that will be selected by UNDP through a competitive process) and will be responsible for the quality delivery of the outputs mentioned below. The consultant is expected to achieve the following outputs by tailoring his expertise to the context of Iraq and adapting it for Iraqi NGO consumption. Linkages with the NGOs Directorate may be required throughout the process. The national consultant will be in regular contact with UNDP keeping the project team regularly updated and consulting them on all-important matters.

The national consultant to be fluent in Arabic and English.

4.1. Output 1: support the design and facilitate TOT training workshop for Iraqi NGOs and NGOs Directorate Staff

- 4.1.1.** Support the design of a 6-day workshop content and delivery methodology (in English) based on NGOs/ NGOs Directorate topics of interest and based on current context of Iraq.
- 4.1.2.** The national consultant will provide overall support for this task as guided by the international consultant, and will also take responsibility for gathering information on NGO interests from the NGOs' application forms and through email consultation. The national consultant will also lead in requesting preparatory work from the NGOs attending the workshop to engage NGOs in a more meaningful participation.
- 4.1.3.** Co- facilitate the 6-day workshop in Baghdad/Erbil (in Arabic). Facilitation should promote NGOs and Directorate staff training skills, inputs, discussion and debate. The

national consultant will co-facilitate the workshop during the 6 days under the leadership of the international consultant.

- 4.1.4.** Pre and post training technical questionnaires should be designed by the international consultant and the national consultant will facilitate this process of administering the questionnaires and summarizing the findings.
- 4.1.5.** A workshop report (5-10 pages) should be produced by the consultant with support from the national consultant. (In English)

4.2. Output 2: support the provision of online/face to face coaching to the participants during conducting need assessments and developing training objectives

- 4.2.1.** The national consultant will support in drafting the comments and recommendations for each training programme and with translation if necessary.
- 4.2.2.** Carry out a structured field visits and meetings with master trainers to review their training programmes

4.3. Output 3: support the delivering of the Familiarization workshop to introduce the new developed curriculums to the selected master trainers

- 4.3.1.** Support Design of a 3-day workshop content and delivery methodology (in English) on how to introduce the developed Training curriculums. The consultant should request some preparatory work from the Participants attending the workshop to present their ideas and inputs in structured manner.
- 4.3.2.** The national consultant will co-facilitate the workshop during the 3 days under the leadership of the international consultant.
- 4.3.3.** The national consultant will facilitate this process of administering the questionnaires and summarizing the findings.
- 4.3.4.** Support in developing the workshop report (5-10 pages) and including annex with workshop recommendations and ways forward should be produced by the international consultant with support from the national consultant. The national consultant may also support with translation if necessary (In English and Arabic).

4.4. Output 4: support the international consultant in supporting & coaching the master trainers in testing the 3 developed training curriculums

- 4.4.1.** Support the team leader in assigning, in collaboration with UNDP & the NGO Directorate, a group of master trainers to test each of the developed curriculums.
- 4.4.2.** Support the team leader in reviewing the training programme testing plan that is developed by the master trainers and provide 1-2 pages of inputs, comments, and recommendations.
- 4.4.3.** Support and coach the master trainers while they are testing the developed curriculums.
- 4.4.4.** Review the training report of the master trainers after delivering their trainings and provide them with 1-2 papers of inputs, comments, and recommendations.

Note: UNDP staff with the cooperation of NGOs Directorate will manage directly the logistical organization (inviting participants, booking the venue and refreshments, interpretation system and equipment required) and UNDP will cover the costs related to the two workshops.

IV. EXPECTED OUTPUTS AND DELIVERABLES

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP's 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	Estimated Days/ Time	Target Date	Payment %(US\$)
1.1 Workshop agenda and methodology document 1.2 Co- facilitation of 6-day workshop 1.3 Pre and post workshop questionnaires 1.4 Workshop report	Output 1: support the design and facilitate TOT training workshop for Iraqi NGOs and NGOs Directorate Staff	1.1 Home based 1.2 Baghdad 1.3 Home based 1.4 Home based	10 days	1 Nov 2015	25%
2.1 Share with selected master trainers 1-2 page comments and recommendations on their training programme.	Output 2: support the provision of online/face to face coaching to the participants during conducting need assessments and developing training objectives	Home based	5 days	1 Feb 2016	25%
3.1 Workshop agenda and methodology document 3.2 Lead facilitation of 4-day workshop 3.3 Pre and post workshop questionnaires 3.4 Training report	Output 3: support the design and facilitate curriculum design training workshop for selected master trainers	3.1 Home based 3.2 Baghdad 3.3 Home based 3.4 Home based	10 days	1 Apr 2016	25%

4.1 set of recommendation for the trainings programme	Output 4: support the international consultant in supporting & coaching the master trainers in testing the 3 developed training curriculums	Home based with travel to 3 governorates inside Iraq	15 days	1 June 2016	25%
4.2 Support and coach the master trainers while they are testing the developed curriculums.					
4.3 set of recommendations for the trainings reports					
Total			40 working days		100%

V. 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 in section “8. Reporting”.

VI. KEY PERFORMANCE INDICATORS

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

- NGOs demonstrate, through their TOT training, having gained new knowledge and perspectives on carrying out training facilitation in Iraq. Including innovative and technically sound skills and methodologies of work having been applied.
- NGOs are satisfied with the facilitation provided by the Consultant.
- The consultant is able to engage all participants into quality debate and discussion during the two workshops that result in a set of recommendations on the way forward to strengthen capacity building of Iraqi NGOs.
- UNDP Iraq is kept well informed and consulted on key documents and methodologies before reaching out to stakeholders.
- Deliverables are produced with quality and in a timely manner.

VII. DURATION OF WORK

- The consultancy will be Home Based + UNDP office/ Baghdad, Iraq for a total of 40 Working days over a period of 7 Months to start by 19th October 2015 till 19th May 2016.
- Consultant is required to report to UNDP office located in UNAMI compound, International Zone, Baghdad, Iraq when needed upon the project directions and needs.
- Consultancy includes travel to 3 Governorates to attend workshops implemented by the master trainers, Travel is to be made to Governorate 1/ Governorate 2/ Governorate 3; no of Travel Time is 10 Nights.
- 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.

VIII. REPORTING

The Consultant shall report directly to the Project Manager/ Role of Law [Strengthening Participatory and Accountable Governance Project] - UNDP Iraq.

X. TRAVEL PLAN

#	Country / City	Total No. of Trips/ Missions	Total No. of Nights
1.	Basra	1 Trip/ Mission	Each trip 5 nights/ Total of 0 nights
2.	Karbala	1 Trip/ Mission	Each trip 5 nights/ Total of 0 nights
3.	Najaf	1 Trip/ Mission	Each trip 5 nights/ Total of 0 nights
	Total Travel Days	3 Trips/ Missions	10 nights

XI. QUALIFICATIONS AND COMPETENCIES

The **National Consultant** will require the following qualifications, experience, competencies and language skills.

A. Education and Professional Qualifications Required:

- College degree (Bachelor Degree) in Business administration, journalism, or a related field;

B. Experience Required:

- Minimum 7 years of professional experience relevant to TOT Training delivery and facilitation.
- Practical experience in project management and related logistics.
- Experience in working and collaborating with governments.
- Experience of working with International Organization is an asset.
- Very good understanding of practical institutional / organizational development needs.
- Excellent training-on-the-job skills.
- Excellent formal training skills including computer skills.
- Proven ability to write comprehensive reports/ strong reporting skills.
- Excellent training and communication skills.
- Previous donor funded experience.
- Competent in usage of MS Office programmes (MS Word, Excel, and Power Point).

C. Competencies Required:

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:

- Understanding of training facilitation skills and related institutional set up in Iraq, as well as of NGO initiatives and dynamics when engaging in implementing trainings/workshops;
- 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 organizational 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.

Facilities:

- a) Office Facility:
 - UNDP will not provide office facility during the period of assignment.
 - 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 not provide office supplies/ printer facilities during missions' presents in this assignment.
- c) Communication Facilities: UNDP will not provide access to internet during mission presents in this assignment.

D. Languages Required:

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

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 2 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 3 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 –

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 mission location. 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

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: ***(Please see Annex 5). This will be part of the technical proposal.***

- 1. College degree (Bachelor Degree) in Business administration, journalism, or a related field;
- 2. Minimum 7 years of professional experience relevant to TOT Training delivery and facilitation.
- 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 (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
Techni	Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents:	70 Points	70%

Criteria		Max. Point 100	Weight
	<ul style="list-style-type: none">• College degree (Bachelor Degree) in Business administration, journalism, or a related field; (15 points)• Minimum 7 years of professional experience relevant to TOT training delivery and facilitation. (15 points)• Experience in working and collaborating with governments; (5 points)• Experience of working with International Organization. (8 points)• Excellent training-on-the-job skills. (7 points)		
	<p>Criteria B: relevance and responsiveness of candidate’s approach, technical proposal and submitted work plan and Methodologies:</p> <ul style="list-style-type: none">• Fluency in written and spoken English. To be supported by sample of reports. 10 points.• Fluency in written and spoken Arabic. To be supported by sample of reports. 10 points.• A brief methodology stipulating how the work will be implemented. 15 points.	30 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 – Terms of Reference

Annex 2 – Template of Confirmation and Interest

Annex 3 – CV Form

Annex 4 – Minimum Requirements Checklist.

Annex 5 – Individual Consultant General Terms and Conditions.