

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE  
IRQ10-IC058/16 – Individual Contractor – NHDR Expert-Centre and South of Iraq  
UNDP IRAQ

Date: 16 June 2016

**Description of assignment:** NHDR Expert - UNDP IRAQ  
**Type of Consultancy:** International Post  
**Duty Station:** Home based with travel to Baghdad and Erbil - Iraq  
**Period of assignment/services:** 40 Working days extended over a period of 2 months  
**Estimated Starting Date:** 15 July 2016 till 15 September 2016

Proposals should be submitted to the following e-mail address no later than **26 June 2016 (16:00 hrs 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. Background

As the most recent crisis in Iraq protracts into its third year, it has become increasingly necessary for practitioners to begin formulating a longer-term approach to address the concerns of vulnerable populations throughout the country. Over 3.2 million individuals remain internally displaced within Iraq and 250,000 Syrians have settled within Kurdistan: the majority of these individuals have been separated from their homes for upwards of 16 months. Over the course of the last year alone, a recent REACH Multi-Cluster Needs Assessment that, for IDPs in particular, average debt per household had quadrupled from around 1,000,000 IQD to over 4,000,000 IQD, a testament to the imperative of durable solutions.

In particular, impacts of the displaced population upon host communities continue to grow in magnitude with no end to the crisis in sight. Approximately 80% of all IDP households and at least 69% of refugee households reside in non-camp settings, leading to overcrowding, increased demand for services, and competition for resources.<sup>1</sup> Within the KRI alone, it is estimated that poverty rates have doubled from 3.5% to 8.1% due to a combination of income drops, increased labour market competition, and reduced economic activity. These figures all indicate that, amidst the government and humanitarian community's efforts to address the consequences of the crisis, there is a distinct need to address the longer-term impacts and vulnerabilities of crisis-affected populations. In particular, stakeholders have been looking at the resilience – the ability of an entity to cope with,

<sup>1</sup> Iraq Displacement Tracking Matrix, January 2016

adapt to, and overcome shocks and stressors – of the Iraqi population as a development and crisis response focus in the upcoming years.

While resilience as a concept has become more concretized in the last couple years, the measurement of resilience itself has varied greatly between different contexts. In Iraq, identifying a standardized methodology to measure resilience is particularly important to bringing stakeholders together to agree upon the dynamics of such a measurement and, as the tool becomes finalized, an agreement upon those areas that are in the most need. The identification of a common information platform upon which to identify or compare levels of resilience, both horizontally and vertically, promotes coordination and joint planning between government actors, development specialists, and other interested stakeholders.

An NHDR focused on the concept of Resilience is an optimal platform to bring all relevant participants together to discuss an index to measure resilience at multiple strata of society. In addition, the NHDR's focus on fostering national capacity and coordination highlights the overall goal of the longevity and repeatability of a nationwide measurement of resilience, as both a composite indicator of socioeconomic wellbeing and as a measure of the effectiveness of crisis response.

## **2. Objectives:**

Under the direct supervision of the Iraq Crisis Response and Resilience Programme Manager, the consultant provides guidance and technical services ensuring high quality, accuracy and consistency of work. The NHDR Consultant works in close collaboration with UNDP Iraq, in particular with the project team which has already started the work of developing a Resilience Index for Iraq. The consultant will also contribute to the conceptual framework for the integration of SDG and Resilience in the NHDR analysis in the Centre and South regions of Iraq.

## **3. Deliverables:**

Deliverables			
Item	Target Date	Percentage Payment	Payment Date
Field visit and consultation report	15 July 2016	10%	20 August 2016
Initial Conceptual Framework, Methodology, and Report Outline document	5 August 2016	40%	
Semi-final Conceptual Framework, Methodology, and Report Outline document for presentation in workshop	20 August 2016	20%	30 September 2016
Conceptual Framework, Methodology, and Report Outline workshop presentation	30 August 2016	20%	
Final Conceptual Framework, Methodology, and Report Outline document	15 September 2016	10%	

## **4. Time and Method of payment:**

Payments will be done on the basis of the required deliverables. For each payment, a certification of payment will be signed and approved by the supervisor with the provision of a performance evaluation of the consultant.

## Competencies and Qualifications:

Competencies
<ul style="list-style-type: none"><li><input type="checkbox"/> Demonstrates leadership, and coordinating skills</li><li><input type="checkbox"/> Demonstrates commitment to human development principles and values.</li><li><input type="checkbox"/> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li><li><input type="checkbox"/> Shares knowledge and experience</li><li><input type="checkbox"/> Provides helpful feedback and advice</li><li><input type="checkbox"/> Strong analytical skills</li><li><input type="checkbox"/> Plans and produces quality results to meet established goals</li><li><input type="checkbox"/> Generates innovative, practical solutions to challenging situations</li><li><input type="checkbox"/> Conceptualizes and analyses problems to identify key issues, underlying problems, and how they relate</li><li><input type="checkbox"/> Demonstrates substantive and technical knowledge to meet the assignment requirements with excellence</li><li><input type="checkbox"/> Demonstrates strong oral and written communication skills in English</li><li><input type="checkbox"/> Demonstrates openness to change and ability to manage complexities</li><li><input type="checkbox"/> Responds positively to critical feedback and differing points of view</li></ul>

### 5. Work Duration and Travel Plan

The total duration of his/her assignment will 40 Working days extended over a period of 2 months.

### 6. Travel Plan: (Outside Home Country)

#	Country / City	Total of travels	Total of nights
1	Baghdad	2	10
2	Erbil	1	3

#### 6.1 Technical Proposal: (which will include the following):

- a) Signed Proposal Submission Form (Please use Annex 1)
- b) A letter explaining why he/she consider himself/herself the most suitable candidate for the work.
- c) Personal CV including past experience in similar projects and at least 3 recent references. Please use the attached CV Form – Annex 2. UNDP- Iraq reserves the right to disqualify any of CVs who are not compliant with the requested form.

#### 6.2 Financial proposal:

The financial proposal specifies a daily fee and travel expenses quoted in separate line items.

The daily fee is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period:

- Consultant daily rate
- Health insurance as applicable
- Risks and inconveniences related to work under hardship and hazardous conditions

- Any other relevant expenses related to the performance of services under the Individual Contract arrangement.

Total Fees: Please use Annex 1 – Financial proposal form.

## 7. Selection Criteria

The Individual consultant will be evaluated based on the following methodology:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- responsive/compliant/acceptable, and
- Achieving the highest combined score (financial and technical).

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

Criteria		Max. Point 100	Weight
Technical	• Recognized degree (preferably PHD level) in social sciences.	30	70%
	• At least 10 years of relevant experience in the Academia or research institutions, with a focus on socio-economic analysis, experience with gendered analysis and the development of composite indices, and social impact assessment is a requirement. Experience with international organizations is considered to be an asset.	40	
	• Excellent command of English	20	
	• Knowledge of Arabic	5	
	• Competencies listed in 2 above	5	
Financial	Lowest Offer / Offer*100		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competency	
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.**