

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC069/16 – Short-Term Expert on Climate Change Mitigation

Date: 9 July 2016

Description of assignment: Short-Term Expert on Climate Change Mitigation

Type of Consultancy: National

Duty Station: Home based with possibility to travel to Baghdad, Erbil and Amman as required

Period of assignment/services: 120 working days within 8 months

Estimated Starting Date: 01 August 2016

End Date of the Contract: 31 March 2017

Proposals should be submitted to the following e-mail address no later than **COB 17 July 2016 (Iraq 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: dolores.maitim@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 with email addresses**
- **UN P11 Form ("CV Form") – Annex 2 attached.** UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.
- A brief **Methodology** on how the candidate will approach and conduct the 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***

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:

A. Education:

University degree (Graduate degree preferred) in energy, engineering, environmental science, economics or similar/equivalent.

B. Work Experience

- At least 15 years of relevant professional experience (ideally, including policy making and high level coordination) and a good understanding of the current situation in Iraq.
- Climate finance (e.g. CDM, NAMA) knowledge and experience is desirable.
- Prior experience of working Iraq is highly desirable.

10. Criteria for Selection of the Best Offer

Only those candidates who meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation.

The following evaluation criteria will be used:

- Possessing relevant education (25 points);
- Proven Experience on Climate Change Mitigation (25 points)
- Prior Experience in Working in Iraq (20%)
(experience working with the Government of Iraq (GoI) or Ministry of Health and Environment is an advantage)
- Engaging Broader Stakeholders engagement in Iraq on Climate Change (10%)
- Good report writing skills (10%)
- Excellent language proficiency (10%)