

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC082/16 – Individual Contractor – National Humanitarian Affairs
Officer/Reporting Officer for UNOCHA - IRAQ

Date: 07 August 2016

Description of assignment:	National Humanitarian Affairs Officer/Reporting Officer for UNOCHA-IRAQ
Type of Consultancy:	Individual Contractor
Duty Station:	Baghdad- Iraq.
Period of assignment/services:	One year
Estimated Starting Date:	01 September 2016 till 31 August 2017

Proposals should be submitted to the following e-mail address no later than **14 August 2016 (Iraq local 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: 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;
- **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 – ***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.***

The consultant should ideally have the following competencies, qualifications and attributes:

Expertise in:

Masters Degree in social science, political studies or other relevant disciplines with a minimum of two years professional experience. Alternatively Bachelor degree with four years experiences in lieu of Master Degree.

Fluency in written and spoken English and Arabic.

Familiarity and good knowledge of social, political and economical conditions in the country and region.

Ability to establish and maintain effective professional relationships with a wide variety of government, UN and NGO stakeholders.

Excellent drafting skills and high competence in data collection, compilation, analysis and reporting.

Ability to write and communicate orally in a clear and concise manner.

Experience in conducting, participating in and reporting on meetings.

Proven experience in the usage of computers and Microsoft office software packages is required (MS Word, Excel, etc).

Experience in the usage of graphic and layout software is an asset (Adobe Illustrator, InDesign, etc).

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

Criteria		Max. Point 100	Weight
Technical	<p>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents: <u>Education: (Max. Points 20 points)</u></p> <p>Masters Degree in social science, political studies or other relevant disciplines with a minimum of two years professional experience. Alternatively Bachelor degree with four years experiences in lieu of Master Degree. (35 points)</p> <p>Fluency in written and spoken English and Arabic. (25 points)</p> <p>Familiarity and good knowledge of social, political and economical conditions in the country and region. Ability to establish and maintain effective professional relationships with a wide variety of government, UN and NGO stakeholders. Excellent drafting skills and high competence in data collection, compilation, analysis and reporting. Ability to write and communicate orally in a clear and concise manner. Experience in conducting, participating in and reporting on meetings. Proven experience in the usage of computers and Microsoft office software packages is required (MS Word, Excel, etc). Experience in the usage of graphic and layout software is an asset (Adobe Illustrator, InDesign, etc). (40 points)</p>	100 Points	70%
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

Annex 2 – CV Form.

Annex 3 – Price Schedule Sheet

Annex 4 – Minimum Requirements

Annex 5 – Individual Consultant General Terms and Conditions.