

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC093/16 – Housing Policy Expert for United Nations Human Settlements Programme

Date: 18 August 2016

Description of assignment: Housing Policy Expert

Type of Consultancy: International

Duty Station: Home base with travels to Baghdad

Period of assignment/services: 45 working days within 3 months' period

Estimated Starting Date: 15 September 2016

End Date of the Contract: 14 December 2016

Proposals should be submitted to the following e-mail address no later than **COB 1 September 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 1 attached***

Selection Criteria: 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:

1. A first-level university degree in architecture, urban planning, environmental management, or other relevant field of studies is required.
2. A minimum of ten years' experience in housing policy, land management, urban planning, or a related field is required. International experience is required. Knowledge of housing policy in Iraq will be an asset.
3. Proficiency in both spoken and written English is required. Fluency in Arabic is desirable.
4. Willingness to obtain Basic Security in the Field II course (BSIF-II) and Advanced Security in the Field (ASIF) through the following links:
<https://training.dss.un.org/consultants/index.php>
5. If the applicant is of 62 years old and more, please confirm willingness to go through a full medical exam including x-rays at the applicant's own cost from a recognized UN doctor. Address of doctors will be provided by UNDP.
6. Acceptance of Individual Consultant General Terms and Conditions.

Evaluation Criteria:

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

<i>Criteria</i>		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">• Academic qualification. 15 points• Experience in housing policy, land management, urban planning, or a related field. 25 points• International experience in a related field. 10 points• Knowledge of housing policy in Iraq. 10 points• Fluency in Arabic. 10 points	70 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">• A work plan and methodology for timely implementation of all contract deliverables. 20 points.• English writing skills. 10 points.	30 Points	

<i>Criteria</i>		Max. Point 100	Weight
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			