

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10/IC – 100/16

Monitoring and Evaluation (M&E) Specialist, UNDP Iraq

Post Title	Monitoring and Evaluation (M&E) Specialist
Duty Station	Erbil, Kurdistan Region of Iraq
Position Level:	International Consultancy
Languages Required	English (Arabic is strong advantage)
Duration of Assignment:	60 Working Days in the period of three months (with possible extension if required)
Expected Start Date:	1 October 2016
Deadline for Submission	15 September 2016 at 14:00

Important note for email submissions: Please put reference No. 150/2015, in the subject line along with the title of the consultancy. Further, our system will not accept emails those are more than 3 MB size. If required, segregate your emails to accommodate email data restrictions. For segregate emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to Mr. Ijaz Hussain at ijaz.hussain@undp.org the team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date. All/any query regarding the submission of the required documents may be sent prior to the deadline at the e-mail/address mentioned above.

The required documents should be sent through e-mail at IC1.undp.iq@undp.org latest by 15 September 2016, by 1400 hours. Applications received after due date and time will not be considered.

Note: Applications received without the required documents will not be entertained.

I. Background:

Iraq currently faces a large-scale political, financial, humanitarian and security crisis. The fall of Mosul and the quick advance of ISIL and its allies towards Baghdad in June 2014 plunged Iraq into one of the most significant political, social and security crises that the country has experienced since 2003. It also led to huge displacement of Iraqis, which is currently estimated at around 3.4 million Internally Displaced People (IDPs) as a direct consequence of violence and conflicts linked to the take-over of the territory by the ISIL and the counter-insurgency operation launched by the Iraqi Government and its allied forces. In addition, 250,000 Syrian refugees have been hosted in Iraq. Since the beginning of 2015 many IDPs have started to move back to Ninewah, Salah Al Din, Diyala and Anbar as areas in those governorates have been progressively liberated by Iraqi security forces.

As a response to the IDP crisis and the return of IDPs to newly liberated areas, UNDP has put in place two programs, namely Iraqi Crisis, Refugee and Resilience Project (ICRRP) and Funding Facility for Stabilization.

ICRRP aims to build the resilience of the communities that are most affected by the displacement of refugees and IDPs, and the support to selected areas of return, mostly in Diyala and certain parts of Salah Al Din and Ninewah, focusing on: i) coordination, ii) basic services and accountability, iii) livelihoods recovery, iv) protection and v) social cohesion. ICRRP also supporting coordination of Emergency Livelihoods and Social Cohesion (EL&SC) within the Humanitarian cluster system for IDPs and the Regional Refugee and Resilience Plan (3RP).

Funding Facility for Stabilization focuses on immediate stabilization and expanded stabilization needs. These are in i) infrastructure rehabilitation, (ii) livelihoods restoration, (iii) stabilization capacity building and (iv) community reconciliation. While the immediate stabilization channel deals with immediate priorities in the first couple of month after an area has been cleared, the expanded stabilization channel supports larger projects which incentivize large number of returns.

The above areas encompass large and complex project implementation and coordination arrangements and require a well-established reporting and Monitoring & Evaluation (M&E) framework with proper management of data which allows for critically reviewing the efficiency of the implementation process and the outcome and/or impact of the programme activities. This will entail management of baseline data, monitoring according to agreed indicators followed by analysis and presentation of findings. M&E results and products will be used to realign programming, report to all stakeholders and to mobilize additional funds. To this end, UNDP has decided to establish a joint M&E unit covering ICRRP and Funding Facility for Stabilization and looks for qualified expert to analyze and document the socio-economic situations and progress on the project activities and assist in undertaking monitoring and evaluation on these two projects.

Furthermore, to ensure conflict sensitive approach and integration of Do No Harm principles in FFIS and ICRRP activities, the consultant will support activities in community reconciliation and social cohesion by (i) doing research and drafting situation analyses to support local work under the supervision of the respective programme managers; (ii) mapping work and initiatives carried out in UNDP country offices and by other actors so that we can better share information and identify synergies; (iii) editing and preparing reports, newsletters, presentations integrating the indicators developed in the M&E framework.

II. Scope of Work

Under the joint M & E framework and in line with programmatic strategies of ICRRP and Funding Facility for Stabilization (FFIS), the Consultant is expected to provide technical expertise to facilitate establishment of M&E framework and implementation of the M&E activities and provide situational and risk analysis for project activity interventions.

The key results at the end of the assignment period will include:

- Assessment and analyses on the socio-economic situation and project impacts on the targeted areas assessed and analyzed with regularly collecting information and data;
- Design and establishment of M&E monitoring framework and mechanism
- Design and establishment of the database and information management system for M&E monitoring indicators
- Technical inputs provided for statistical analyses on the current socio-economic situation and M&E reports
- Technical support provided for socio-ethnic tensions/conflicts and social cohesion

III. Expected Outputs and Deliverables

Under the overall guidance of Senior Programme Advisor for Stabilization and Resilience and day-to-day supervision by Project Managers of ICRRP and Funding Facility of Stabilization on the respective assignments specific to these two projects, the consultant will undertake the following tasks:

1. Ensures the **implementation of M&E policies and strategies** for ICRRP and Funding Facility for Stabilization, focusing on achievement of the following results:

- ❑ Analysis of requirements and synthesis of proposals for the planning, preparation and management of specific thematic, project monitoring and evaluations and other types of monitoring and evaluations.
 - ❑ Inputs to the M&E mechanisms and frameworks with analysis and proposals on indicators, M&E tools, and data collections.
 - ❑ Design and establishment of the database and information management system for M&E monitoring indicators, GIS information, and infographics in collaboration with National Data Management Officer.
 - ❑ Promotion of evaluation standards, quality assurance/control and capacity development in the Country Office.
2. Supports **effective management of the M&E process and Data Management** for ICRRP and Funding Facility for Stabilization, focusing on achievement of the following results:
- ❑ Assessment and analyses on the socio-economic situation, including conflict and social tensions and level of resilience on the targeted areas with regular data/information collection.
 - ❑ Assessment and analyses on impacts of project activities on the targeted populations
 - ❑ Preparation of reports summarizing the M&E assessment results.
 - ❑ Provision of technical inputs and information for preparation of project progress reports, impact assessments, and publicity materials.
 - ❑ Provision of technical guidance on execute project M&E policies, procedures and practices to programme managers, project experts/staff concerned with assigned project evaluations, including provision of technical inputs at the design stage of project activities.
 - ❑ Drafting/development of Terms of Reference (TOR) for specific project/thematic/sectoral M&E missions and desk evaluations/reviews, technical feedback on monitoring, evaluations and risk-log oversight.
 - ❑ Analysis and synthesis of proposals on areas evaluated, effectiveness and impact of for ICRRP and Funding Facility for Stabilization in targeted communities
 - ❑ Follow up on implementation of M&E recommendations as well as risk logs. Alert the respective project managers whenever abnormalities or potential risks are identified.
3. **Policy advisory and technical support for promotion of M&E activities** for ICRRP and Funding Facility for Stabilization
- ❑ Identification of best practices and lessons learned from M&E assessments on the projects
 - ❑ Provision of technical inputs on the latest trends in socio-economic situations in Iraq that can have an impact on the delivery of the project results.
 - ❑ Provision of technical inputs on the latest trends and situations in socio-ethnic tensions/conflicts and potential approached for tension mitigation and social cohesion.
 - ❑ Identification and formulation of lessons learned from evaluations and studies to be integrated into broader CO knowledge management efforts.
 - ❑ Contribution to the implementation of Evaluation Knowledge Management and Learning Strategy.

Deliverables	Benchmark	Time Line
1. M&E indicator framework developed	M&E indicator framework on ICRRP submitted to ICRRP Project Manager	1 month after signing the contract
2. M&E activities organized	Reports on M&E results of ICRRP and Funding Facility of Stabilization	End of every month

3. Inputs for Project Quarterly Reports	Inputs for Social Cohesion Section of Quarterly /Annual Report are submitted to respective Project Manager	End of each Quarter
4. Monthly and Final Project Activity Report	Monthly and final Activity Report submitted to Snr. Advisor for Stabilization	End of every month

IV. Institutional Arrangement

- The contractor will be directly supervised by ICRRP and FFIS designated staff on the respective project M&E activities with overall guidance by Senior Programme Advisor for Stabilization
- The consultant will submit monthly activity reports, describing the progress/achievements against the tasks described above as well as the final report at the end of the assignment.
- The consultant is expected to bring their laptop with him/her.
- Consultant is expected to come well-equipped with their own technological solutions (i.e. roaming mobile, phone top up card, remote internet connection).
- Office Supplies and Printing Facilities: UNDP will provide office supplies and printer facilities only when presented inside the UNDP Iraq office premises.
- Communication Facilities: UNDP will provide access to internet only when presented inside the UNDP Iraq office premises only.

V. Duration of the Work

- The duration of the initial contract is three (3) months.
- The target date of commencement of activities underlined in the contract is 1 Sept 2016, set to expire after 3 months from the contract signing date upon approval of all deliverables.

VI. Duty Station

- The contractor will be based in Erbil, Iraq, with frequent travel within the Kurdistan Region of Iraq (KR-I) and possibly outside of the KR-I.
- The contractor will report regularly during the business week (Sunday – Thursday) to the UN Compound in Erbil, with the exception of UN-recognized holidays.

VII. Recommended Presentation of Offer

Interested offerors are requested to submit their technical and financial proposals as a *lump sum amount* noting the following conditions:

Technical Proposal should include:

- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Personal CV in P11 form, illustrating relevant qualifications

Financial Proposal should include:

- The lump sum amount must be “all-inclusive” All costs (professional fees, transportation costs, living allowances, communications, consumables, etc) required to perform the

demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount. Please note that the travel costs for official field missions will be arranged and covered by UNDP in accordance with UNDP rules and regulations

- The lump sum amount must be broken down by category:
 - Professional fee
 - Travel/Transportation costs *Excluding the travel costs of official field missions
 - Living allowance
 - Communications
 - Others (e.g., insurance, if required)

- The contract price is fixed regardless of changes in the cost components.

Monthly payments at the end of each month upon approval on the time sheet and monthly activity report against the tasks described in the Duties and Expected Outputs section.

Interested candidates are requested to submit the following documents:

1) Technical Proposal

The technical proposal should 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.

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
- Accommodation and Travel Cost to the duty stations (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/paid)
- Any other relevant expenses related to the performance of services under the Individual Contract arrangement.

Total Fees: Please use Annex 3 – OFFEROR'S LETTER & BREAKDOWN OF COSTS.

VIII. Criteria for Selection of the Best Offer

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method – where the qualifications and methodology will be weighted a maximum of 70%, including technical interview, and combined with the price offer which will be weighted with a maximum of 30%.

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).

The following criteria shall serve as basis for evaluating offers:

	Criteria	weight
1	Advanced degree (Master degree) in Economics, Social or Political Science, International Development, International Relations, Conflict Resolution/Crisis Management or other relevant topic	20
2	Experience on econometric/statistics data management, monitoring and evaluation with a background and interest in the analysis of socio-economic issues and related policy matters.	30
3	Proven experience in data management and statistical analysis in crisis setting, preferably in Iraq. Technical knowledge on GIS and computer statistic package, such as STATA and SPSS	20
4	Experience in post conflict environment is a strong advantage. Knowledge of socio-economic, culture, and community development issues in Iraq is an asset.	20
5	Fluency in English.	5
	Knowledge on Arabic	5
	Total	100

IX. Competencies:

Core Competencies:

- Demonstrates excellent oral and written communication skills;
- Works effectively with people from different backgrounds;
- Operates in compliance with UNDP regulations and rules;
- Establishes and maintains productive partnership with the Iraqi Government Officials and counterparts by gaining their trust and respect;
- Works collaboratively with colleagues to achieve programme goals and objectives;
- Facilitates and encourages open communication,
- Passes up situations and actions considered inappropriate or which present a conflict of interest

Managerial competencies:

- Has the ability to positively lead and inspire others as well as the oneself;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Has the ability to work independently and as a part of a multi-cultural team in a stressful environment;
- Has the ability to develop innovative solutions – encourage and contribute creative solutions to address challenging situations;

Work competencies:

- Project planning, design and management;
- Excellent interpersonal skills;
- Ability to plan and prioritise work activities to meet organizational goals, and to organize and oversee work processes efficiently to achieve quality results;
- Political, cultural sensitivity and commitment to diversity;
- Ability to communicate effectively with and relate to people of different cultures, demonstrating an ability to see business issues from different perspectives
- Excellent writing skills, including impeccable spelling, grammar, and document formatting knowledge.
- Competency in the use of standard computer applications for word processing, spread sheets, etc. is essential.

X. Qualifications and Requirements:**Education:**

- Advanced degree (Master degree) in Economics, Social or Political Science, International Development, International Relations, Conflict Resolution/Crisis Management or other relevant topic

Work Experience

- Relevant experience in econometric/statistics data management, monitoring and evaluation with a background and interest in the analysis of socio-economic issues and related policy matters.
- Knowledge of socio-economic, culture, and community development issues in Iraq.
- Experience with data management and statistical analysis in crisis setting, preferably in Iraq.
- Experience assessing and addressing issues of conflict analysis and resilience in conflict setting.
- Experience in working in complex environments, involving multi-disciplinary teams, broad ranges of stakeholders, and within volatile security situations is strongly preferred.
- Previous working experience with international organizations such as UNDP, other UN agencies, or international NGOs is an asset.
- Technical knowledge on GIS and computer statistic package, such as STATA and SPSS.
- Experience in other Middle-East and post-conflict countries is an asset.

Language

- Full fluency in English. Knowledge on Arabic and Kurdish is advantage.

ANNEXES

ANNEX 1 - PROPOSAL SUBMISSION FORM

ANNEX 2 - P 11 FORM TEMPLATE

ANNEX 3 - OFFEROR'S LETTER & BREAKDOWN OF COSTS