

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**IRQ10-IC116/16 – Individual Contractor – Legal Senior Trainer/Consultant for the**  
**Governance, Anti-Corruption Programme-UNDP IRAQ**

Date: 13 October 2016

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<b>Description of assignment:</b>	<b>Legal Senior Trainer for the Governance, Anti-Corruption programme-UNDP IRAQ</b>
<b>Type of Consultancy:</b>	<b>International</b>
<b>Duty Station:</b>	<b>Home Based with travel to Erbil/Iraq and Amman/Jordan</b>
<b>Period of assignment/services:</b>	<b>52 Working days extended over a period of 2 months</b>
<b>Estimated Starting Date:</b>	<b>01 November 2016</b>

Proposals should be submitted to the following e-mail address no later than **22<sup>nd</sup> October 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.*

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## 1. Background

Considering that the legal and institutional anti-corruption framework has only recently been established in Iraq, there is a need to strengthen the institutional framework, and to streamline the laws and regulations that govern the mandates, powers, and interaction between the various anti-corruption agencies. At the same time, legislative reform on its own will not be sufficient to combat corruption in Iraq, particularly if the personnel that is responsible for enforcing the law is not equipped with up to date knowledge and skills. There is widespread agreement that corruption has had a detrimental effect on the economy and on the public sector's performance. Iraq's oversight agencies are seeking to combat these trends by adhering to the highest standards of transparency, accountability, democracy and good governance. Given all of the above, there is a strong and urgent need for Iraq to have anti-corruption agencies that are knowledgeable, skilful, motivated and committed. In that context, UNDP is seeking to secure to provide administrative and technical assistance to the newly established Anti-Corruption Academy, particularly with a view to enabling capacity building and knowledge development for the country's anti-corruption agencies

On 2 December 2010, Iraq signed the agreement for the establishment of the International Anti-corruption Academy (the 'IACA' or the 'Academy'). The Iraqi government officials that participated in the negotiation of that agreement expressed strong support for IACA's goals and reiterated Iraq's keen interest in reinforcing its expertise in anti-corruption. With its signature, Iraq underlined its strong commitment to the fight against corruption.

To achieve the aim of capacity and knowledge development for the anti-corruption agencies the present project has two outputs which together will lead to enhanced knowledge and upgraded skills through training of relevant anti-corruption agency staff utilizing a cadre of trained personnel inside of Iraq with an up-to-date curricula. This aim and actions within this project are promoting sustainability and ownership.

**Output 1:** *The Iraqi Anti-Corruption Academy has the capacity to undertake its functions effectively.*

A needs assessment has been carried out which looked at the Anti-Corruption Academy's administrative, operational, financial and sustainable requirements. The Anti-Corruption Academy's organizational structure and bi-law are defined and worked out.

**Output 2:** *The Iraqi Anti-Corruption Academy has the capacity to deliver training courses on anti-corruption related matters.*

This output has a series of activities which are linked or cascade off of each other. Experienced national staff is in place and training courses have been established at the Anti-Corruption Academy. Twenty curricula were developed to serve as the baseline in the respective disciplines needed within this project. The twenty curricula have been approved by the Commission of Integrity (CoI) as the lead Anti-corruption Agency in Iraq and have been developed into textbooks. Twenty textbooks are approved and delivered within this project.

## **2. The Project's expected outcomes**

- (i) The Academy will be staffed with national experts and trainers capable of delivering training sessions in modern techniques of investigation, intelligence, auditing, prosecution and prevention to anti-corruption personnel.
- (ii) The Academy's establishment allows the oversight agencies to ensure that their staff will be provided with up to date and continuing skills and education on their field of expertise.
- (iii) The Academy will serve as a focal point for functional inter-agency strategic and tactical coordination.
- (iv) Training sessions carried out at the Academy will contribute to the effort of producing a knowledgeable, skillful, motivated and committed workforce.

### **1. Objective of the Assignment**

Develop and assist in the implementation of a series of training courses based on the twenty curricula previously developed. The development of the training courses shall be in close collaboration with the e-learning consultants, and should be guided by the requirements of the MOODLE application. The training courses will be implemented online (e-learning), and be managed by the ACA concerned staff. Deliver a number of training sessions targeting the staff of Commission of Integrity, Anti-Corruption Academy and oversighting institutions in Iraq.

### **3. Scope**

- a. Develop specialized and practical training programs from the curricula that developed by UNDP before based on the MOODLE system the online application the used by the Iraqi anti-corruption academy in collaboration with the oversight organizations,
- b. Establish online program that will offer individuals the ability to learn on-line, thus giving wider coverage based on the MOODLE application requirements, and
- c. Provide Technical Support for the Iraqi anti-corruption academy (ACA).

#### 4. Anticipated Deliverables by the Consultant

Main Activity	Planned Outputs	Location	Period	Payment <sup>1</sup>	
5. Develop specialized and practical training programs based on the twenty curricula developed by UNDP, while guided by the requirements of the MOODLE application currently employed by the anti-corruption academy	6. Develop five training courses based on the MOODLE requirements and provide technical training to the Iraqi anti-corruption academy's staff.	Iraq	7. 25 Days (5 days for each of the five training courses developed)	48%	Nov, 2016
8. Deliver a number of training sessions targeting the staff of Commission of Integrity, Anti-Corruption Academy and oversighting institutions in Iraq.	Three Four-day sensitization training workshops are conducted on Anti-Corruption related subjects from the twenty curricula developed	Iraq/ outside	12 days (3 days for each workshop implemented)	23%	Dec, 2016
3. Assist in the delivery of online training courses based on the developed e-learning courses based on the MOODLE application	Five training courses conducted based on the requirements of the MOODLE application, and mission report for each workshop is presented to UNDP	Home Base and Iraq	15 Days (3 days for each of the five training courses developed)	29%	Dec, 2016

#### 6. Travel Plan:

Travel to:	No. of Trips	No. of Days for Each Trip:	Total No. of Days including travel days
Iraq - Erbil	2	8 (excluding travel days)	10
Amman - Jordan	1	4 (excluding travel days)	5
			15 Days

Travel costs will be estimated by UNDP based on meetings, conferences, etc. at which the advisor's attendance will be required. It is possible that less travel is required than is estimated above, and therefore this travel (including all associated costs, per diems) has to be included in the official cost calculation of this contract nor the Financial Proposal.

In all travel cases (including 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 the advisor, prior to travel and will be reimbursed.

#### 7. Institutional Arrangements (UNDP Support)

UNDP can support the consultant in the following aspects to perform his/her works:

- Provide office facilities such as internet and access to office printers and scanners in UNDP offices when required
- Provide invitation/support letters to facilitate VISA issuance to the consultant to Iraq and other countries as required
- Provide Airport transport in Baghdad and outside
- Provide logistic arrangements for training workshops that includes venue booking, sound systems, data show and screen, refreshment breaks and so on

## **7. Method of Payment**

Payments will be made upon satisfactory completion of the deliverables outlined in the above table. Payments will be also made on the actual delivery of the outputs as per the table found in section four of the presnet ToRs. For each payment a certification of payment needs to be signed and approved by the IPSM-UNDP Programme Manager attached to it the provided services and tasks/ deliverable and provision of a performance evaluation of the advisor on that deliverable.

## **8. Key Performance Indicators during implementation of Services**

Overall, the consultant's performance will be evaluated based on the following key criteria:

- Provision of services outlined above
- Provision of detailed work plan for the training sessions and training curriculum covering the training topics and training workshop agenda
- Provision of printing materials of training workshop
- Provision of comprehensive capacity building for the participants
- Provision of briefed report on implemented training sessions
- Provision of end-of-mission report
- Timely and successful coordination with relevant parties.

## **9. Qualifications:**

- a) Master in Law with 8 years experience, or Batchelor in Law with 10 years experience in law practice.
- b) Prior experience 10 years in Law practice and anti-corruption preferably in the area of integrity, transparency, accountability, assets recovery.
- c) Experience in working with high level counterparts and engaging with senior government officials.
- d) Previous work experience with UN agencies is considered as advantage.
- e) Excellent reporting and writing skills.
- f) Fully fluent in Arabic

## **10. Competencies:**

- Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose solutions to complex issues within a difficult and changing environment.
- Previous experience in Iraq is an important advantage
- An ability to work in potentially hazardous and difficult locations, with good health and physical ability;
- Management & Technical support in implementing projects and training.
- A team player with good interpersonal skills
- Ability to work well under pressure and stressful environment

## 11. Language

Fluency in Arabic is a must.

## 12. Reporting

Progress reports shall be submitted to UNDP within one week of the end of each deliverable. The incumbent will immediately report to UNDP Iraq Office any fault or difficulty encountered in the accomplishment of duties.

## 13. Selection Criteria:

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

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

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

	Criteria	weight
1	Doctorate or Master in Law	12
2	8 years' experience in Law practice and 3 anti-corruptions in the area of integrity, transparency, accountability, assets recovery.	14
3	Experience in working with high level counterparts and engaging with senior government officials.	14
4	Previous work experience with UN agencies is an asset.	8
6	Management & technical support in implementing projects.	5
7	Previous experience with relevant agencies and institutions in Iraq	15
8	Excellent reporting and writing skills in Arabic	12
9	Specific experience in Training and curricula development.	20
<b>Total Score = (Technical Score * 0.7 + Financial Score * 0.3)</b>		

Minimum requirements: ***(Please see Annex 4). This will be part of the technical proposal.***

- g) Doctorate or Master in Law with 8 years experience, or Bachelor in Law with 10 years experience in law practice.
- h) Prior experience 10 years in Law practice and anti-corruption preferably in the area of integrity, transparency, accountability, assets recovery.
- i) Experience in working with high level counterparts and engaging with senior government officials.
- j) Previous work experience with UN agencies is considered as advantage.
- k) Excellent reporting and writing skills.
- l) Fully fluent in Arabic

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

<b>Criteria</b>		<b>Max. Point 100</b>	<b>Weight</b>	
<b>Technical</b>	<b>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents: (Max. Points 100 points)</b>			
	• Doctorate or Master in Law <b>(12 points)</b>	12		
	• 8 years' experience in Law practice and 3 anti-corruptions in the area of integrity, transparency, accountability, assets recovery. <b>(14 points)</b>	14		
	• Experience in working with high level counterparts and engaging with senior government officials. <b>(14 points)</b>	14		
	• Previous work experience with UN agencies is an asset. <b>(8 points)</b>	8	<b>100 Points</b> <b>70%</b>	
	• Management & technical support in implementing projects <b>(5 points)</b>	5		
	• Previous experience with relevant agencies and institutions in Iraq <b>(15 points)</b>	15		
	• Excellent reporting and writing skills in Arabic <b>(12 points)</b>	12		
• Specific experience in Training and curricula development. <b>(20 points)</b>	20			
<b>Financial</b>				
<b><u>Lowest Offer / Offer*100</u></b>				<b>30%</b>
<b>Total Score = (Technical Score * 0.7 + Financial Score * 0.3)</b>				

<b>Weight Per Technical Competence</b>	
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.**