

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**Q-IC-123/16 – International Consultant as Public Opinion Data Expert**  
**UNDP Iraq**

**Date: 6<sup>th</sup> of November 2016**

**Description of assignment: Consultative Services as International Consultant as Public Opinion Data Expert/ SPAG Project - UNDP Iraq;**

**Type of Consultancy: International Post;**

**Duty Station: Baghdad, Iraq.**

**Period of assignment/services: 22 Working Days - Over a period of 1 Months.**

**Estimated Starting Date: 1-31 December 2016**

Proposals should be submitted to the following e-mail address no later than **COB 10<sup>th</sup> of November 2016 (Baghdad 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 above e-mail address. 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. Background**

Iraq has been subjected to decades of despotic regimes, violence, terrorism, foreign military intervention and armed conflict which have resulted in serious violations and abuses of human rights, community and sectarian divisions, marginalization, lack of access to justice, a deficit of trust between various ethnic and religious communities, and lack of inclusive political processes. These factors in turn have contributed to sustaining the cycle of violence, and ongoing violations of human rights. It is therefore critical that comprehensive and inclusive national reconciliation processes be developed and implemented in order to break this ongoing cycle.

UNDP is seeking to recruit an international Public Opinion Data Expert to support the international Reconciliation expert in the below deliverables.

## **2. Scope of Work:**

The international expert will be supporting the Reconciliation Team Leader and the International Expert on National Reconciliation in conducting field visit and hold meetings with counterpart, partners, and victims to have baseline study will help in the development of community reconciliation measurement tool.

The consultant will be responsible for delivering the following:

- A reliable baseline is established for Community Reconciliation processes

## **3. Deliverables and outputs:**

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UNDP approval, in case unexpected incidents take place in the project, such as delay of the project or change of project scope, due to reasons uncontrollable by the Consultant.

<b>Deliverables</b>	<b>Outputs</b>	<b>Location</b>	<b>Target Date</b>	<b>Payment % (US\$)</b>
1. Conduct community-based needs assessment	Develop a clear understanding of the need for, and modalities of, a potential measurement tool for Social Cohesion in Iraq.	Baghdad, Iraq	31 Dec, 2016	*100%
2. Develop a CR Measurement Instrument	A reliable measurement tool is developed for Community Reconciliation processes in Iraq			
<b>TOTAL:</b> <b>* The Payment will be full amount (100%) upon successful completion of the requested service.</b>				*100%

#### 4. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the Consultant must be certified by the supervisor(s) specified below
- Payments are to be made within 30 days from receipt of invoice.
- For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it explaining the accomplishment of the tasks.

#### 5. Key Performance Indicators during implementation of Services:

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

- Planning and Organizing skill: Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication skill: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- Client Orientation skill: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.  
Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

#### 6. Reporting:

The Consultant will report to the UNDP-Iraq International Reconciliation expert and UNDP Reconciliation Team Leader.

#### 7. Travel Plan:

#	Country / City	No of Travels	Working Days	Calendar Days
1	Baghdad	1 Mission	22 Working Days	30 Calendar Days/ Nights in Baghdad

#### 8. Time Line:

- The consultancy will be UNDP office/ UNAMI Compound in Baghdad, Iraq.
- The contract commencement date is aimed to be by 1 Dec 2016 till 31 of December 2016.

## 9. Competencies:

### Corporate Competencies:

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

### Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under pressure and to meet deadlines;
- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful.

### Professionalism:

- Shows pride in work and in achievements; is conscientious and efficient in meeting commitments; observing deadlines and achieving results; is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

### Communication:

- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

### Planning and Organizing:

- Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

### Client Orientation:

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust, respect; Meets time line for delivery of product or services to client.

### Teamwork:

- Works collaboratively with colleagues to achieve organisational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

### Technological awareness:

- Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

## 10. Facilities:

### a) Office Facility:

- UNDP will provide an appropriate office inside the International Zone in Baghdad only.
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, laptop).

### b) Office Supplies and Printing Facilities: UNDP will provide office supplies and printer facilities only inside the UNDP Iraq/ Baghdad office premises.

### c) Communication Facilities: UNDP will provide access to internet only inside the UNDP Iraq/ Baghdad office premises.

## 11. Qualifications and Requirements:

### A. Education:

- PHD degree in Political studies and international peace, Law, other relevant fields or equivalent years of experience.

## **B. Work Experience:**

- At least 10 years of relevant experience in National Reconciliation & International Peace.
- 4 years of experience in developing data base tools.
- strong analytical abilities and producing comprehensive evaluation reports
- Experience working in a developing country in a developmental context.
- Fluency in English and highly developed communication and advocacy skills, including the ability to write concisely and clearly in English;
- Excellent reporting and writing skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

## **C. Language:**

- Fluency in English language is a must.

**The Consultant should provide documented examples from previous assignments of proposed personnel related to deliverables in this Terms of Reference;**

## **12. 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**)

### **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***

***Important note: the consultant is required to specify the daily fee in his proposal.***

### **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.

## **13. 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.*

1. PHD degree in Political studies and international peace, Law, other relevant fields or equivalent years of experience
2. At least 10 years of relevant experience in National Reconciliation & International Peace.
3. 4 years of experience in developing data base tools
4. Willingness to obtain the required security courses as applicable through the website;
5. Subject to security requirement, consultant must pass the Safe and Secure Approaches in Field Environments (SSAFE); in case if any travel is required to Iraq.
6. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
7. Failing the (SSAFE) training, it will be a cause to terminate the contract.
8. Willingness to undergo a medical exam. This applies only for consultant of 62 years of age and above where a full medical exam will be required from a UN certified doctor if selected for award of contract.
9. Ability and desire to work inside Iraq.
10. Acceptance of IC General Terms and Conditions

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

<b>Criteria</b>		<b>Max. Point</b>	<b>Weight</b>
		<b>100</b>	
<b>Technical</b>	<p><b>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents:</b></p> <ul style="list-style-type: none"> <li>• PHD degree in Political studies and international peace, Law, other relevant fields or equivalent years of experience. <b>(25 points)</b></li> <li>• At least 10 years of relevant experience in National Reconciliation &amp; International Peace. <b>(25 points)</b></li> <li>• 4 years of experience in developing data base tools <b>(20 points)</b></li> <li>• Fluency in English-Written/ Spoken. Supported by sample of reports. <b>(10 points)</b></li> <li>• Extensive experience in writing analytical research reports/ project reports/consultancy reports; <b>(10 points)</b></li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc). <b>(10 points)</b></li> </ul>	<b>100 Points</b>	<b>70%</b>
<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.**