

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**Q-IC-006/17 – National Solar Technician/ UNDP Iraq**

**Date: 15<sup>th</sup> of Jan 2017**

**Description of assignment: Consultative Services for National Consultant as Solar Energy Technician, EECC - UNDP Iraq;**

**Type of Consultancy: National Post;**

**Duty Station: Najaf, Iraq with travel to Baghdad and other location as needed.**

**Period of assignment/services: 242 Working Days - Over a period of 11 Months.**

**Estimated Starting Date: 4 February 2017 till End of December 2017**

Proposals should be submitted to the following e-mail address no later than **COB 26<sup>th</sup> of January 2017 (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:**

UNDP the Energy, Environment and Climate Change sub-cluster (EECC) have initiated a Project, 'Catalyzing Use of Solar Photovoltaic Energy', funded by the Global Environmental Facility (GEF). It is envisaged to recruit a national consultant for conducting the monitoring of the existing PV applications to identify capacity needs and assessment of suitable solar PV technologies and building the foundation of investment environment in solar photovoltaic technologies in Iraq.

**2. Objective:**

The UNDP/GEF project is designed to address institutional and technical barriers to catalyse the development of solar power in Iraq and will advance the work done to date in Iraq with regard to solar power technologies and related baseline initiatives.

It will facilitate the most practical and affordable range of solar power options that can meet the operational conditions in Iraq through addressing the most critical electricity demands, conducting the comparative technology assessments, creating the required policy and regulatory environment to catalyze the adoption of solar energy. It also includes support of the procurement and assembly of parts (or complete units), and promotion of the PV installations and monitoring of further effectiveness.

The project will act at two distinct scales, in support of (i) small-scale PV that can operate both on- and off-grid, providing particular technical and investment support to the innovative, first-of-its-kind 5 MW (in aggregate) Bytti development in Najaf; and (ii) utility-scale PV plants for grid supply, providing particular support to Ministry of Electricity in development of the solar plant projects.

Towards this end, the project has already established a demonstration site at Baitty, Najaf where grid connected solar systems been successfully installed and which has started producing clean energy that is reliable and has the potential to cut the electricity bill of the consumers.

A solar technical is required at the local level in Najaf to achieve following three objectives;

### 3. Scope of Work:

Under the direct supervision of the Project Manager, the Project Solar Technician will be required to provide his/her professional services to undertake the following responsibilities;

- Assist the project manager and/or the national consultant important project events
- Coordinate with the Project partners and undertake field visits in Baytti site of Najaf, Al-Mansour State Company in Baghdad and also Solar Lab under the Ministry of Science and Technology and submit regular status report of the installed plants and their performance.
- Support the International consultant, the Project Manager and /or the national consultant on technical issues in support of project implementation.
- To observe and monitor the performance of the installations in Najaf as well as in Al Mansour State Company and Ministry of Science and Technology in Bagdad
- To undertake systematic collection and analysis of solar information and lessons learned from these sites for catalyzing the use of solar energy in Iraq.
- To facilitate advocacy of solar system and support implementation of the project
- Provide coordination support to ensure effective engagement and participation of four ministries towards effective implementation of the project in 2017.
- Technical review and periodic reporting of the implementations of activities by RCREEE in 2017
- Provide technical inputs to the Mid-term review process of the project following GEF rules and procedures
- Providing input for preparing technical reports and implementation report of the Solar PV activities under the project

### 4. 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.

Output	Deliverables	Location	Target date / payment %
<b>1.</b> Assist the project manager and/or the national consultant in the important project events <b>2.</b> Coordinate with the Project partners and undertake field visits in Baytti site of Najaf, Al-Mansour State Company in Baghdad and also Solar Lab under the Ministry of Science and Technology and submit regular status report of the installed plants and their performance. <b>3.</b> Support the International consultant, the Project Manager and /or the national consultant on technical issues in support of project implementation. <b>4.</b> To observe and monitor the performance of the installations in Najaf as well as in Al Mansour State Company and Ministry of Science and Technology in Bagdad <b>5.</b> To undertake systematic collection and analysis of solar information and lessons learned from these sites for catalyzing the use of solar energy in Iraq. <b>6.</b> To facilitate advocacy of solar system and support implementation of the project <b>7.</b> Provide coordination support to ensure effective engagement and participation of four ministries towards effective implementation of the project in 2017. <b>8.</b> Technical review and periodic reporting of the	Develop a detailed work plan and be responsible for submission of monthly progress report as per agreed work plan	Najaf, Iraq with travel to Baghdad and other locations as needed	9.09% Monthly instalment at the end of each month

implementations of activities by RCREEE in 2017 <b>9.</b> Provide technical inputs to the Mid-term review process of the project following GEF rules and procedures <b>10.</b> Providing input for preparing technical reports and implementation report of the Solar PV activities under the project			
<b>TOTAL</b>	100%		

## **5. Time and Method of payment:**

- Payment is 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 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.

## **6. 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.
  - Sound Technical skills on Solar PV: Professional skill required for delivering outputs is to be assessed.
  - 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.
  - 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.

## **7. Reporting:**

- The Consultant shall report directly to the Energy, Environment and Climate Change sub-cluster [EECC] Manager/ UNDP Iraq.
- The service provider will be expected to liaise/interact/collaborate/meet with all relevant government institutions, relevant authorities, local branches of Association, Governorate councils, academic institutions, and civil society organizations (as determined by UNDP).
- UNDP will supervise, evaluate and manage the work of the service provider and also make any necessary contractual decisions, while other authorities and entities identified above will only have a consultative role.
- All reports and documents provided to UNDP Iraq will be in Arabic and English, to facilitate review and feedback by UNDP Iraq.
- Payment on deliverables will only be made when reports, documents produced by the implementing partner have been reviewed and endorsed by UNDP Iraq as having met the required standard.

## 8. Travel Plan:

#	Country / City	No of Travels	Working Days (WD)	Calendar Days (CD)
1	Baghdad, Iraq	12 mission	3 WD per mission/ Total of 36 WD	3 Calendar Days per mission/ Total of 36 Calendar days
2	Najaf, Iraq	Duty Station	206 WD	Duty Station
<b>Total Travel Plan</b>		<b>12 Trip/ Mission</b>	<b>242 Working Days</b>	<b>36 Calendar Days for all the missions</b>

## 9. Time Line:

- The consultancy duty station is Najaf, Iraq with travel to Baghdad, Iraq and to other different location as needed upon the approval of the project manager, the total consultancy duration is 242 Working days over a period of 11 Months to start by February 2017 till end of December 2017.
- Consultancy May includes travel to other locations inside Iraq or to other countries as needed/ requested by the Unit Manager and upon approval of UNDP Iraq office.

## 10. 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 and 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.

**11. Facilities:****a) Office Facility:**

- UNDP will provide an appropriate office only when the consultant is in the UNDP offices in International Zone/ Baghdad - Iraq.
- The consultant is expected to bring his/her laptop with him/her.
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).

**b) Office Supplies and Printing Facilities:** UNDP will provide office supplies and printer facilities only when the consultant is in the UNDP offices in International Zone/ Baghdad.**c) Communication Facilities:** UNDP will provide access to internet during consultant presence in Baghdad [ONLY INSIDE UN Compound] through this assignment.  
UNDP will not provide access to internet during mission's presents in this assignment.**12. Qualifications and Requirements:****A. Education:**

- University degree:  
Technical degree in Solar Energy, Renewable Energy or College degree in Engineering, Science, or a related field;

**B. Work Experience:**

- At least 3 years of professional experience including one-year of lab experience on solar PV or renewable energy
- Familiarity with the key characteristics of implementing solar PV installations, including grid-connected, off-grid, and hybrid installations with and without battery storage;
- Demonstrated experience and success in the engagement of, and working with, the private sector;
- Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members to effectively work towards the project's objective and expected outcomes;
- Proven experience of working in solar PV initiatives in Iraq
- Good communication skills and competence in handling project's external relations at all levels; and
- Resident in Najaf or in close proximity is preferable
- Experience of working with UN agencies (UNDP in particular) will be preferred.
- 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.
- Fluency in Arabic language is a Must.

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

### 13. 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.
- **Sample reports** of previous work in Arabic.
- 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 **2 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.

### 14. 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. Technical degree in Solar Energy, Renewable Energy or College degree in Engineering, Science, or a related field;
2. At least 3 years of professional experience including one-year of lab experience on solar PV or renewable energy
3. Familiarity with the key characteristics of implementing solar PV installations, including grid-connected, off-grid, and hybrid installations with and without battery storage;
4. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
5. Willingness to obtain the required security courses as applicable through the website;
6. 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.

7. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
8. Failing the (SSAFE) training, it will be a cause to terminate the contract.
9. 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.
10. Ability and desire to work inside Iraq.
11. Acceptance of IC General Terms and Conditions

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

Criteria		Max. Point 100	Weight
Technical	<b>Criteria A: relevance and responsiveness of candidate’s past experience, Qualification based on submitted documents:</b> <ul style="list-style-type: none"><li>• Technical degree in Solar Energy, Renewable Energy or College degree in Engineering, Science, or a related field; <b>(25 points)</b></li><li>• At least 3 years of professional experience including one-year of lab experience on solar PV or renewable energy; <b>(20 points)</b></li><li>• Familiarity with the key characteristics of implementing solar PV installations, including grid-connected, off-grid, and hybrid installations with and without battery storage; <b>(20 points)</b></li><li>• Demonstrated experience and success in the engagement of, and working with the private sector; <b>(10 points)</b></li></ul>	75 Points	70%
	<b>Criteria B: relevance and responsiveness of candidate’s approach, technical proposal and submitted work plan and Methodologies:</b> <ul style="list-style-type: none"><li>• Fluency in English-written/ Spoken. Ssupported by sample of reports. <b>(10 points)</b></li><li>• Fluency in Arabic-written/ Spoken. Supported by sample of reports. <b>(5 points)</b></li><li>• Experience in the usage of computers and office software packages (MS Word, Excel, power point etc). <b>(10 points)</b></li></ul>	25 Points	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

<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.**