

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Q-IC-007/17 – National Consultant on engaging women minorities
in political process in Iraq– UNDP Iraq

Date: 17th of January 2017

Description of assignment: National Consultant on engaging women minorities in political process in Iraq;

Type of Consultancy: National Post;

Duty Station: Home Base with travel to Baghdad and Erbil, Iraq and other location as needed and advised by the project management.

Period of assignment/services: 20 Working Days over a period of 3 Months.

Estimated Starting Date: 20th of Feb 2017 till 20th of May 2017

Proposals should be submitted to the following e-mail address no later than **COB 30th 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

Political and economic marginalization of certain minority groups in Iraq has persisted for years. Sectarian domination of the public sector has limited the access of minorities and vulnerable groups from employment and has limited their ability to contribute to the development agendas. The lack of political representation of these groups has prevented them from voicing their concerns or from influencing policies.

Conditions for Iraq’s minority communities have become even worse as a result of the crisis. ISIL has committed large-scale atrocities and violations against minority groups, including against Christians, Shabaks, Turkmen and Yazidis. Atrocities have been committed against women, children, persons with disabilities and other vulnerable groups. Violence committed against minorities and vulnerable groups has taken differing forms including, gender-based violence and attacks on religious sites; arbitrary arrests and intimidation; political disenfranchisement; internal displacement and the resulting loss of property; and discrimination in accessing public services. The current violence has restricted minorities from freedom of movement and from the right to protect their religious and ethnic identity.

An estimated 3.3 million Iraqis have been displaced due to on-going violence, including hundreds of thousands of members of ethnic and religious communities. Over 1,000,000 have been displaced in the South and Center Region of Iraq, where ensuring the protection and basic humanitarian needs of all civilians remains of critical importance. Reintegrating ethnic and religious communities into their homes and communities once these territories are liberated from ISIL, restoring their faith in Government capacity to protect them, ensuring their access to basic services and economic and social development, and restoring trust between the diverse ethnic and religious communities will be major challenges confronting Iraq. If Iraq is to remain a pluralist, inclusive democracy built on the rule of law and respect

for human rights, then the protection and respect for the rights of ethnic and religious communities is essential.

Iraq is going through a pivotal period in its democratic and peace building trajectory. Parliament is the principle forum where political parties can come together to discuss and debate the main issues affecting the country and attempt reconciliation at this heightened time of social fracturing. However to date, engagement between government, parliament and NGOs has been limited on issues related to minorities and vulnerable groups. Promoting the ability of parliament to work more efficiently with civil society, and to conduct outreach with Iraqi citizens is critical. Doing so may provide citizens with a voice and with non-violent means of expressing or registering their concerns, which will help to bring about greater social cohesion across the country. The limited capacity of government and parliament to advocate for minority rights, coupled with a lack of policies, legislations at both local and national level are of serious concern. At this point in time it is crucial to adopt a more inclusive approach to ensure that vulnerable group's issues are adequately reflected and translated to policies and legislations. In parallel, government needs to be capacitated to serve this category of citizens.

2. Objective

The project will provide support for the establishment of institutionalized mechanisms for women minorities' participation, consultation and input into laws and policies. The common theme linking these inputs is the need for a coordinated approach to increasing participation of Iraqi citizens in the political life of their country and promoting greater government accountability to the Iraqi people.

UNDP will provide technical support for the development of a regulatory framework to ensure that the rights of minorities and other vulnerable groups are taken into consideration while reviewing legislations. Platforms for discussion will be facilitated across Iraq to support the legislative and oversight functions in this regard. This project will also engage with CSOs to build their capacity for strong and wide advocacy on minorities' rights. Equally a vision regarding ethnic minorities will be developed and adopted and a legislative agenda and effective entry points located. Support will also be extended to CSOs to advocate for inclusiveness and representation of ethnic minorities and religious communities and vulnerable groups at district and sub-district.

3. Scope of Work

The selected offerror/ consultant will be responsible to deliver the following:

1. Preparing training material for the training workshops for the women minorities group and head of woman committees PCs to establish Women Minorities Forum
2. Facilitate training workshops that will target women group and heads of women committees in PCs, especially in the importance of women participation in political process.
3. Developing TOR for Women Minorities Forum including vision ,mission and goals of Women Minorities Forum
4. Participate at launching the Women Minorities Forum
5. Developing the work plan for the Women Minorities Forum in consultation with the forum members.
6. Developing final report.

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.

Deliverables/ Output	Target Date	Payment % (US\$)	
1. Preparing training material for the training workshops for the women minorities group and head of woman committees PCs to establish Women Minorities Forum [5 Working Days]	Feb, 2017	25%	First Installment 65%
2. Facilitate training workshops that will target women group and heads of women committees in PCs, especially in the importance of women participation in political process. [3 Working Days]		16%	
3. Developing TOR for Women Minorities Forum including vision ,mission and goals of Women Minorities Forum. [3 Working Days]	Mar, 2017	14%	
4. Participate at launching the Women Minorities Forum. [2 Working Days]		10%	
5. Developing the work plan for the Women Minorities Forum in consultation with the forum members. [4 Working Days]	Apr, 2017	20%	Second Installment 35%
6. Developing final report. [3 Working Days]	May, 2017	15%	
TOTAL:		100%	

5. 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.

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.
- 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.

7. Reporting:

- The Consultant will report directly to the UNDP Gender Specialist and Project Manager of Strengthening Participatory and Accountable Governance Project.

8. Travel Plan:

#	Country / City	No of Travels	Working Days	Calendar Days
1	Erbil	1 Mission	3 Working Days	4 Calendar Days/ Nights in Erbil for the Workshop training
2	Baghdad	1 Mission	1 Working Days	2 Calendar Days/ Nights in Baghdad for the launch of the Women Minorities Forum
Working Days Travel Plan		2 Trips/ Missions	4 Working Days	6 Calendar Days
Home Base			16 Working Days	N/A
Total Assignment			20 Working Days	6 Calendar Days in Field/ Duty Stations

9. Time Line:

- The consultancy assignment will be in both of Home base and UNDP office, International Zone, Baghdad, Iraq [depends on the Project directions] with travel to both of Baghdad and Erbil in Iraq. Additional travel may take place depends on the needs of the project and subject to a prior approval by UNDP Management and Project manager.
- Consultancy period will be for 20 Working days over a period of 3 Months during Feb, Mar, Apr and May 2017.
- Travel days will be mutually agreed and per the directions/ needs of the project.

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.
- UNDP will provide logistic arrangements for training workshops that includes venue booking, sound systems, data show and screen, refreshment breaks and so on.
- 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 or Erbil - Iraq.**c) Communication Facilities:** UNDP will provide access to internet during consultant presence in Baghdad [ONLY INSIDE UN Compound] through this assignment.**12. Qualifications and Requirements:****A. Education:**

- Academic degree:
Master Degree in development study, public administration, political science or other relevant field of studies is required.

B. Work Experience:

- Minimum of 5 years of proven experience relevant to Minorities, and vulnerable groups.
- At least 5 years of experience in dealing with CSOs / NGOs on the fields of project implementation, developing work plan and strategy, Monitoring and Evaluation
- Proven experience in training design, materials development and implementation for achievement of capacity building program objectives;
- Experience in formal and non-formal education training and workshop facilitation and capacity building activities in developing countries and countries in transition;
- Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
- Good analytical and problem-solving skills and the related ability to adaptively manage with prompt action on the conclusions and recommendations coming out of the project’s regular monitoring and self-assessment activities;

- Experience of working at the policy level/strategic level and demonstrated ability to influence policy makers.
- 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.
- 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 and Expected Outputs**.)

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. Bachelor's degree in development study, public administration, political science or other relevant field of studies is required
2. Minimum of 5 years of proven experience relevant to Minorities, and vulnerable groups.
3. At least 7 years of experience in dealing with CSOs / NGOs on the fields of project implementation, developing work plan and strategy, Monitoring and Evaluation
4. Proven experience in training design, materials development and implementation for achievement of capacity building program objectives;
5. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
6. Willingness to obtain the required security courses as applicable through the website;
7. 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.
8. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
9. Failing the (SSAFE) training, it will be a cause to terminate the contract.
10. 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.
11. Ability and desire to work inside Iraq.
12. 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	Criteria A: relevance and responsiveness of candidate’s past experience, Qualification based on submitted documents: <ul style="list-style-type: none">• Master degree in degree in development study, public administration, political science or other relevant field of studies is required. (20 points)• Minimum of 5 years of proven experience in projects and activities relevant to Minorities, and vulnerable groups. (20 points)• At least 5 years of experience in dealing with CSOs / NGOs on the fields of project implementation, developing work plan and strategy, Monitoring and Evaluation. (20 points)• Experience in formal and non-formal education training and workshop facilitation and capacity building activities in developing countries and countries in transition; (10 points)• Experience in working for the UN or other international development organisations on a similar assignments. (5 points)	75 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">• Time plan, methodology on how the consultant will conduct the required tasks. To be submitted in English. (10 points)• Fluency in English-Written/ Spoken. Supported by sample of reports. (5 points)• Fluency in Arabic-Written/ Spoken. Supported by sample of reports. (5 points)• Extensive experience in writing analytical research reports/ project reports/consultancy reports, Supported by samples of reports; (5 points)	25 Points	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competence	
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.