

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10-IC009/17 – Individual Contractor – Programme Management and
Technical Advisor for UNHABITAT
IRAQ

Date: 19 January 2017

Description of assignment: Programme Management and Technical Advisor
Type of Consultancy: International Post
Duty Station: Erbil, Iraq with possibility travel to the other governorates
Period of assignment/services: 10 working months extended over a period of 11 months and 1 week
Estimated Starting Date: February 2017 till end of January 2017

Proposals should be submitted to the following e-mail address no later than **COB 25 January 2017** (Iraq local 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 following e-mail address: 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.*

1. 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***

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.

2. 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.***

- Advanced university degree in post-conflict and post-disaster emergency response studies
Excellent writing skills are essential.
- At least two years of progressive experience in field related to Terms of Reference of the consultancy assignment, establishment of working relationships with various humanitarian and development partners, capacity to work in a complex institutional environment involving government, international agencies, private sector and civil society organizations. Strong interest in issues concerning urban development. Understanding of urban development paradigms and socio-political situation of the Arab Region and the respective sub-regions. International experience an asset, especially with the United Nations System.
- Fluency in English (both oral and written) is required.
- Proficient in website and internet applications, database management, Microsoft Office (Word, Excel, PowerPoint), image and publishing software (Adobe Photoshop, Illustrator, etc.).

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: <u>Education:</u> <ul style="list-style-type: none">• Advanced university degree (Master or PHD) in post-conflict and post-disaster emergency response studies Excellent writing skills are essential. (20 points) Master degree : 15 points Additional degree : 5 points (for PHD) up to maximum : (20 points)	60 Points	70%

Criteria		Max. Point 100	Weight
	Experience: <ul style="list-style-type: none">At least two years of progressive experience in field related to Terms of Reference of the consultancy assignment, establishment of working relationships with various humanitarian and development partners, capacity to work in a complex institutional environment involving government, international agencies, private sector and civil society organizations. Strong interest in issues concerning urban development. Understanding of urban development paradigms and socio-political situation of the Arab Region and the respective sub-regions. International experience an asset, especially with the United Nations System. (40 points)		
	Criteria B: relevance and responsiveness of candidate's approach, technical proposal and submitted work plan and Methodologies: Language: <ul style="list-style-type: none">Fluency in English (both oral and written) is required. (20 points)	40 Points	
	Other skills: <ul style="list-style-type: none">Proficient in website and internet applications, database management, Microsoft Office (Word, Excel, PowerPoint), image and publishing software (Adobe Photoshop, Illustrator, etc.).. (20 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.