

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Q-IC-065/15 – International Consultant for Transboundary Water
Negotiation and Water Diplomacy/ EECC Project - UNDP Iraq

Date: 17th of Jan 2018

Description of assignment: Consultative Services for International Consultant on Transboundary Water Cooperation/ EECC Project - UNDP Iraq;

Type of Consultancy: International Post;

Duty Station: Home Base with Travel to Baghdad.

Period of assignment/services: 20 Working Days - Over a period of 3 Months [9 WD in Baghdad, Iraq + 11 WD Home Based].

Estimated Starting Date: 15 Feb 2018 till 15 May 2018

Proposals should be submitted to the following e-mail address no later than **COB 27th of Jan 2018 (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

Water resource management poses a very complex development challenge in Iraq. While the quantity is diminishing, the quality of water is also rapidly deteriorating. On account of water availability versus demand, studies suggest that Iraq has crossed the threshold limit, starting in 2015, and will face difficult challenge to balance the competing needs of water for drinking, irrigation, industry, and hydropower production, while meeting environmental requirements, including the restoration of the Marshlands.

The Euphrates and Tigris rivers are already under severe stress, especially in the southern part of the basins in Iraq due to a rapidly developing salinization process. Climate change is projected to exacerbate the pressure on water resources and will cause significant reduction of water flow in the Euphrates and Tigris regions due to changing rainfall pattern and increase in temperature. Upstream countries have already acted on the adverse impact of climate change as a pretext to store and abstract more water within their territories. The Government of Iraq is committed to address the ongoing challenge in water sector through improved water governance and regional cooperation on transboundary river management.

UNDP has long been engaged to support the Government of Iraq in the water sector. In partnership with the Ministry of Water Resources and PMAC, UNDP had earlier provided technical assistance to build capacity on decision support systems as well as institutional support to the High-Water Committee with capacity building plans and policy advisory services.

Building on past initiatives, UNDP has mobilized actions to support Government’s efforts to develop national strategy on regional cooperation on transboundary water management that builds on international conventions on Transboundary Rivers and respects shared responsibilities and the rights of the riparian countries. A short-term international expert will be hired to facilitate and support the Government of Iraq to help develop a strategy for regional cooperation for transboundary water management following multi-stakeholders’ consultative process.

2. Objective:

The objective of this short-term assignment is to strengthen capacity of the Government of Iraq through supporting and facilitating its efforts to develop an implementable strategy for transboundary water cooperation with the regional countries.

In coordination with, and guidance from the High-Water Committee, the international expert is expected to support, facilitate national consultation and help drafting the strategy progressively through organizing three targeted experts group meeting in Baghdad over a period of three months.

3. Scope of Work:

Under the direct supervision of the project manager, the consultant will be required to provide its professional services to undertake the following main responsibilities;

- a. Undertake contextual analysis and coordinate and seek guidance from the counterpart on the issues, and approaches in drafting the strategy while ensuring international best practiced principles.
- b. Assist in developing concrete international cooperating options for Iraq.
- c. Facilitate consultations and help drafting the strategy through organizing three successive experts group meetings as follows:

Meeting/ Event	Purpose	Tentative schedule	# Participant	Location	Expected results from the event
First event	Examples of successful international cooperation on management and protection of shared watersheds and water bodies.	Feb, 2018	12 Representative of the High Committee	Al-Nahrain Center for Strategic Studies Baghdad	Lesson learned and awareness of the international practices
Second Event	Working on the SIWC Draft	Mar, 2018	12 Representative of the High Committee	Al-Nahrain Center for Strategic Studies Baghdad	Consolidate inputs, and reflect to prepare an advanced draft of the strategy
Third event	Continuation of the work on the SIWC draft	Apr, 2018	12 Representative of the High Committee	Al-Nahrain Center for Strategic Studies Baghdad	Review, revise and build consensus on the final draft strategy for submission to HWC's approval

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	Location	Target Date	Payment % (US\$)	
1. Submission of Detailed Work Plan; to be reviewed and accepted by the Project manager.	Home Base and Baghdad, Iraq	20 Feb, 2018	25%	25%
2. Submission and acceptance [by UNDP] the completed report for first training		30 Feb, 2018	25%	25%
3. Submission and acceptance [by UNDP] the second training report		30 Mar, 2018	25%	50%
4. Submission and acceptance [by UNDP] the Final training report		15 May, 2018	25%	
TOTAL:			100%	

5. Important Considerations for Consultation workshops:

- Each consultation workshop event shall be considered in a different month during Feb – May 2018;
- The venue of all the workshops will take place in Al Nahrain Centre of Strategic Studies located in the safe Green Zone of Baghdad.
- Each course will host 12 participants representing different stakeholders with different background
- The trainees will be selected by the project Steering Committee based on agreed criteria
- UNDP shall provide logistical & facilitation assistance to the trainer/consultant during his/her task
- Workshop materials to be identified clearly by the vendor/trainer in his /her offer so UNDP can take the action for printing and disseminating them to the participants and line ministries in the due time.
- Evaluation of participants’ understanding, and recommendations related to each independent event shall be written in a short report as part of the service and shall be part of the final training report.

6. 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.

7. 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 & format to match the audience; Demonstrates openness in sharing information & 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.

8. Reporting:

The Consultant will report to the UNDP-Iraq Project Manager of The Energy, Environment and Climate Change sub-cluster (EECC) for technical and administrative issues.

9. Travel Plan:

No	Country/ City - No of Travels	Duration: Working Days (WD)	Duration: Calendar Days (CD)
1	Baghdad/Iraq (1 st trip)	3 Working Days	4Nights/ Calendar Days
2	Baghdad /Iraq (2 nd trip)	3 Working Days	4 Nights/ Calendar Days
3	Baghdad /Iraq (3 rd trip)	3 Working Days	4 Nights/ Calendar Days
Total	3 Trips/ Missions	9 Working Days	12 Nights/ Calendar Days for all the missions

10. Time Line:

- The consultancy will be Home Based with travel to Iraq.
- The contract commencement date is aimed to be by 15 Feb 2018 till 15 May 2018.

11. 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.

12. 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 not provide access to internet only inside the UNDP Iraq/ Baghdad office premises.

13. Qualifications and Requirements:

A. Education:

- PhD degree or higher in any of the following specializations: Resources Geography, Geopolitics, International Development and Relations, Water Resources Management, International Water Laws, and Conflict Resolution.

B. Work Experience:

- At least 20 years of proven record with increasingly responsible experience in conflict resolution and crisis management of international river basins especially in the Middle East
- The consultant is expected to have thorough knowledge and experience in water disputes and cooperation within the transboundary context and at international scale with deep understanding of water scarcity in Iraq and its catchment vulnerability within the ET region.
- Should have substantial experience working with the Ministries, NGOs, CSOs, and communities.
- 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 context of Iraq is a necessity.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

C. Language:

- Fluency in English language is required.
- Fluency in Arabic language is an Asset.

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

14. 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 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.

15. 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:

1. PhD degree or higher in any of the following specializations: Resources Geography, Geopolitics, International Development and Relations, Water Resources Management, International Water Laws, and Conflict Resolution.
2. At least 15 years of proven record with increasingly responsible experience in conflict resolution and crisis management of international river basins especially in the Middle East
3. Experience in working for the UN or other international development organisations on a similar assignment would be an asset.
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.

<i>Criteria</i>		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"> • PhD degree or higher in any of the following specializations: Resources Geography, Geopolitics, International Development and Relations, Water Resources Management, International Water Laws, and Conflict Resolution. (15 points) • At least 20 years of proven record with increasingly responsible experience in conflict resolution and crisis management of international river basins especially in the Middle East. (15 points) • Demonstrated contributions in institutional and human capacity development on water dispute management and transboundary water cooperation. (15 points) • Have peer reviewed research, articles and/or books published in the last 10 years. (15 points) 	60 Points	70%
	Criteria B: Expertise on Iraq's context of transboundary water resource management <ul style="list-style-type: none"> • Experience of training to Iraqi authorities on transboundary water management (10 points) • Experience on policy advices to Iraq's transboundary river management (10 points) 	20 points	

Criteria		Max. Point 100	Weight
	Criteria C: relevance and responsiveness of candidate's approach, technical proposal and submitted work plan and Methodologies: <ul style="list-style-type: none"> • Fluency in English-Written/ Spoken. Supported by sample of reports. (10 points) • Extensive experience in writing analytical research reports/ project reports/consultancy reports; (5 points) • Experience in the usage of computers and office software packages (MS Word, Excel, etc). (5 points) 	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 – Individual Consultant General Terms and Conditions.