

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**IRQ10/ IC-052/19**  
**CONTRACT MONITORING AND EVALUATION SPECIALIST FOR THE LOAN INFRASTRUCTURE**  
**PROJECTS**  
**INTERNATIONAL CONSULTANCY**

**Date: 3 November 2019.**

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<b>Reference Number:</b>	IRQ10/IC-052/19
<b>Title of Consultancy:</b>	IC - Contract Monitoring and Evaluation Specialist for the Infrastructure Projects
<b>Consultancy Level:</b>	Specialist
<b>Duty Station:</b>	Baghdad Iraq
<b>Period of assignment/services:</b>	252 WDs over 12 months
<b>Estimated Starting Date:</b>	10 <sup>th</sup> January 2019
<b>Proposals should be submitted:</b>	Not later than 22 November 2019, 10:00 AM EDT (Time zone is in EST/EDT (New York) time zone and 17:00 PM Bagdad, Iraq Time)

**Overview:**

The United Nations Development Programme (UNDP) invites you to submit an Offer, through the e-tendering platform, for the above-mentioned consulting services.

The solicitation documents are available in the link <https://etendering.partneragencies.org> accessible only to registered individuals/members. Submission of Offers is also via the same link.

If you are interested in submitting an Offer and are not yet registered, please register by logging in using the temporary username and password and follow the registration steps as specified:

Link: <https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

To assist you in the registration process, we attach the e-tendering registration guidelines, including the FAQs. Should you need further assistance, kindly contact case officer Mr. Sherali Toshmurodov sending e-mail to: [sherali.toshmurodov@undp.org](mailto:sherali.toshmurodov@undp.org)

Once registered, you can view/download the solicitation documents (terms of reference, submission templates, etc.) and submit your Offer comprising of the following documents;

- (i) Cover Letter
- (ii) Signed Offeror's Letter of Confirmation of Interest and Availability
- (iii) CV.

To acknowledge your participation in the bidding utilize the "Accept Invitation" tab in the e-tendering module. This will enable you to receive subsequent email notifications relating to this procurement. Should you require further clarifications, kindly communicate with the focal person named in the solicitation document.

UNDP looks forward to receiving your Offer and thank you in advance for your interest in UNDP procurement opportunities.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

## **TERMS OF REFERENCE**

### **Contract Monitoring and Evaluation Specialist for the Infrastructure Projects**

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Contract Period: 252 WDs over 12 months.

Estimated Starting Date: 10<sup>th</sup> January 2020

Duty Station: Baghdad based with frequent travel to Basra and Erbil.

#### **Terms of Reference**

##### **I. Project Background**

Under the overall authority of UNDP Iraq Resident Representative, the Loan Management Unit, Inclusive Growth and Private Sector Development Portfolio (LMU) has facilitated loan funded projects in Iraq by providing fiducial monitoring and evaluation as well as the capacity development support to the Government of Iraq (GoI). The support is targeting at procurement, contract and financial managements during the project implementation by the GoI and act as the Fiduciary Monitoring Agent on behalf of GoI and Japan International Cooperation Agency (JICA).

The LMU is appointed jointly by JICA and GoI to play the role of the support unit to the Monitoring Committee. The LMU monitors and verifies the fiduciary compliance, including procurement, contract and financial managements and physical verification of the activities and report to the joint Monitoring Committee (M/C) and JICA. Also, to accelerate project implementation, the LMU identifies any bottlenecks and obstacles related to implementation of the infrastructure projects and to give guidance and advice to the implementing line ministries in order to resolve these issues. The LMU has the dual roles of supporting the M/C and JICA's monitoring capacity to ensure that projects are implemented in a transparent and accountable manner in accordance with JICA's rules and procedures. JICA and GoI need to ensure that the project implementation is undertaken in an accountable, transparent and efficient manner in line with JICA guidelines and procedures and that all loans are properly used for the purpose of achieving each project's objectives

##### **II. Objectives**

"Contract monitoring and evaluation" is one of the key elements for successful project implementation and main scope of demands under this consultancy. Adequate monitoring and evaluation of contracts' implementation processes will result in timely completion of project with minimized performance risks and achievement of high quality of works from the contractors.

To achieve project objectives UNDP Iraq intends to hire Contract Monitoring and Evaluation Specialist to facilitate GoI in monitoring and evaluation of infrastructure contracts' implementation under Loan Infrastructure Projects in line with agreed scope of agreements between GoI and JICA.

The Contract Monitoring and Evaluation Specialist, reporting to the Project Manager of the Loan Management Unit, is responsible for monitoring and evaluation of all aspects of day to day work progress related with the infrastructure projects.

In addition, the Contract Monitoring and Evaluation Specialist will be responsible for providing technical consultation, advice and assistance on procurement to PMTs (Procurement Management Team/s) and the M/C.

##### **III. Expected results**

1. Provide fiduciary monitoring capacity and supporting activities to the M/C to ensure that projects are implemented in a transparent and accountable manner in accordance with JICA's rules and regulations
2. Advise and assist GoI, especially PMTs under each implementing ministry and agency, to strengthen its capacity and accelerate its procedures to implement the projects in line with JICA's requirements and to execute the loan projects through technical and procedural support
3. Identified gaps and challenges in procurement processes of PMTs to improve their procurement management of infrastructure projects.
4. Full adherence of JICA procurement rules and regulations by PMTs under each line ministers.
5. Design enhanced monitoring system of the procurement, financial and risk managements for each infrastructure project.
6. Enhance monitoring activities for each ODA Loan Project stage to facilitate timely identification of problems for PMT's prompt decision making and minimization of procurement risks.
7. Enhance the capacity of PMTs in the procurement, contract and financial managements in line with the international business practices .
8. Provide the analysis and recommendation to the M/C and JICA for the better business practices to implement ODA Loan projects .

#### **IV. Project Location.**

The Consultant is located in Baghdad for its duties by the coordination with the LMU team, the GoI counterparts and the donor, and her/his assignment is associated with the frequent travels to the other locations mainly, Basra, Erbil including the missions to the ODA Loan project sites all over Iraq. P.

#### **V. Scope of Work**

Under the overall guidance and the direct supervision of the Project Manager of LMU, UNDP Iraq, Contract Monitoring and Evaluation Specialist will work closely with the LMU team, to carry out the following activities:

- Conduct critical analyses of the PMTs' procurement management in line with JICA procurement guideline and prepare the report to identify strength and weaknesses of their management ;
- Review the PMTs' procurement, financial and contract management processes of Loan Infrastructure Projects against PMTs' procurement and disbursement plans.
- Identified gaps and challenges in procurement processes of PMTs to improve their procurement management of infrastructure projects.
- Monitor the efficiency of contract negotiation process of PMTs and make recommendations for minimize potential losses and increase benefit if needed
- Coordinate and consult closely on the findings and technical issues with JICA under the supervision of the Project Manager of LMU as the triangle cooperation project
- Draft monthly and quarterly monitoring progress reports to JICA and the M/C on procurement plans, contract implementation and disbursement plan for each project considering the results of the following tasks:
  - Monitor the implementation of procurement plan and disbursement plan of each project which has been prepared by the implementing line ministries / PMTs and ensure that the implementing line ministries / PMTs continue to update them;
  - Conduct monitoring of procurement events such as pre-bid meetings and bid openings, as an observer, prepare brief reports and communicate any comments on such events to the Project Manager of the LMU
  - Monitor the processes of procurement for goods, works, services and consulting services which have been implemented by the implementing line ministries/PMTs to ensure compliance with JICA and internationally accepted procurement guidelines and procedures.
  - Oversee/Verify the procedural progress of procurement plans to ensure that official requests of all documentations which require JICA concurrence are submitted to JICA as scheduled and provide procedural guidance to ensure that they comply with JICA applicable guidelines

and loan agreements. These will include, but not be limited to, advertisements, requests for proposals, prequalification documents, prequalification evaluation report, bidding documents, bid evaluation report, and contract agreements

- Ensure consistent monitoring of all procurement like sourcing, solicitation, evaluation of bids, contract award and implementation stages.
- Conduct detail monitoring procurement processes like appropriateness of advertisement, attending pre-proposal, prequalification and pre-bid meetings, as well as bid openings as an observer, monitoring the procedures of technical and financial evaluation of proposals and bids for each project to ensure that all the processes are in line with bidding documents and procedures.
- Report to the Project Manager of LMU for any deviation identified during monitoring exercises.
- Ensure that implementing line ministries/PMTs establish linkages between the procurement process and the corresponding procurement reviews of JICA;
- Monitor deadlines on deliverables of the PMTs' infrastructure project against their implementation plan
- Propose the capacity development trainings for the GoI officials based on the findings of the monitoring and evaluation

## VI. Expected Outputs and Deliverables

The Consultant will be responsible for producing the following deliverables.

#	Deliverables	Output	Target Date	Payment	Review and Approvals Required
1.	Draft presentation of the UNDP's observation and analysis of the ODA Loan projects and M/D of ODA Loan M/C meetings.	Quarterly	January 2020	8%	Project Manager
			April 2020	8%	
			July 2020	8%	
			October 2020	8%	
2.	Organize the data for the Annual Project Performance Evaluate of the ODA Loan projects and draft the report for the M/C.	Draft Annual Project Performance Evaluate	February 2020	8%	Project Manager
3.	Identify the capacity gaps of the GoI officials in the project management through the monitoring activities and prepare the training materials.	Training Materials	March 2020	8%	Project Manager
4.	Draft comprehensive report on the analysis and identification of the gaps, challenges and/or bottlenecks for the smooth implementation of the ODA Loan projects	Twice a year	May 2020	10%	Project Manager
			November 2020	10%	
5.	Review the result of the monitoring and annual project performance	Annual Capacity Development	August 2020	8%	Project Manager

	evaluation for the ODA Loan Projects and propose the annual capacity development training plan for the GoI Officials	Training Plan for GoI			
6	Develop the methodology of the Contract Monitoring with quantified database	Format of the Monthly Progress Report for the PMTs	<b>September 2020</b>	8%	Project Manager
7	Propose the method of brush-up the database collected by the LMU team for the monitoring and evaluation and review the monitoring tools and provide the recommendation.	Upgraded database, and format of the monitoring tools	<b>December 2020</b>	8%	Project Manager
<b>TOTAL</b>				100%	

## **VII. Time and Method of Payment**

Payments will be done based on the deliverables. For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it the provided services and tasks/ deliverable and provision of a performance evaluation of the consultant on last payment. The reimbursable cost will be paid in accordance with the actual

## **VIII. Facilities to be provided**

### **1. Office facility**

- UNDP will provide an appropriate office space for the Consultant.

### **2. Office Supplies and computer printing facilities**

- UNDP will provide office supplies and printer facilities in the office premises provided by UNDP.
- The laptop is the responsibilities of the Consultant.

### **3. Communications Facilities**

- Communication costs, including telephone and internet connections need to be included in the offer.

### **4. Transportation**

- Flight tickets from home to Bagdad, Basra and back is the responsibility of the Consultant and shall be included in the offer.
- UNDP will provide transportation between airports and hotels in Bagdad and Basra except Erbil. Therefore, the terminal costs should be included in financial proposal accordingly.
- Transportation for the project sites inside Iraq will be provided by UNDP

### **5. Accommodation**

The accommodation in Baghdad is provided by UNDP, therefore, the Consultant will submit his/her offer according to UNDP's rules and regulations on DSA. The accommodation arrangement of the other locations is the Consultant's responsibility but needs to stay in security cleared hotels by UNDP.

## 6. VISA

- UNDP will support the Consultant to obtain the visa to Iraq, but the fee of the visa shall be included in the offer.

## IX. Travel Plan

#	Country / City	Total No. of WDs	Total No. of calendar days in Iraq
1.	Home based	52	
2.	Baghdad/Iraq	114	167
3	Basra/Iraq	60	78
4	Erbil/Iraq	36	51
	<b>Total</b>	<b>252.00</b>	<b>296.00</b>

#	Travel	Total No. of Trips
2.	Home - Baghdad/Iraq – Home (duty travel)	5
3	Baghdad - Basra/Iraq - Baghdad	11
4	Baghdad - Erbil/Iraq - Baghdad	9
	<b>Total</b>	<b>25</b>

The Consultant will be Baghdad based with home-base input. This is estimated at, on average, 21.75 WDs per month, 52 WDs home-based and 200 WDs in Iraq, to a total of 252 working days over 12 months. The consultancy is expected to begin in the beginning of January 2020 and finish at the beginning of January 2021.

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.

## X. Key Performance Indicators During Implementation of Services

- Provision of comprehensive recommendation reports and strong reporting skills.
- Successful collection of inputs through two round consultations.
- Excellent communication skill (verbal communications to large public forums).
- Timely and successful coordination with relevant parties and submission of the reports.

## XI. Reporting

- The Contract Monitoring and Evaluation Specialist shall report directly to Project Manager of LMU, Inclusive Growth and Private Sector Development

## XII. Technical Proposal

- A brief methodology on how he/she will approach and conduct the work including designed plan for completing the tasks comprising this set of activities.

### **XIII. Competencies**

#### **1. Corporate Competencies**

- Demonstrates commitment to UNDP's vision, mission and values;
- Promotes the vision, mission and strategic goals of UNDP;
- Developing and Empowering People / Coaching and Mentoring;
- Working in Teams;
- Communicating Information and Ideas;
- Self-management and Emotional intelligence;
- Conflict Management / Negotiating and Resolving Disagreements;
- Knowledge Sharing / Continuous Learning;
- Appropriate and Transparent Decision Making;

#### **2. Functional Competencies**

- Robust analytic skills to identify issues and solutions.
- Leadership and self-management;
- Focus on results and respond positively to feedback;
- Strong analytical aptitude, communication and presentation skills;
- Team spirit and excellent interpersonal skills;
- Ability to adapt to a multi-cultural working environment
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired

#### **3. Qualifications**

##### **Required Education:**

- Master's degree in Procurement, Supply Chain, Logistics, Business/Public Administration, Economics, Development Studies or a related field or relevant Bachelor's degree with professional certificate in the related field and 5 years of working experience in the related field.

##### **Required Experience:**

- Must have a working experience on procurement and contract management based on the internationally accepted standards, such as Multi Cultural Development Banks and/or Japan International Cooperation Agency;
- A minimum of 5 years of working experiences in project management support of the large infrastructure project, preferably for more than USD 100 mil value, which must include the one with Japan International Cooperation Agency (or former Japan Bank for International Cooperation)
- A minimum 5 years of experience in contract management and/or contract monitoring with using the quantitative data system.
- A minimum 5 years of experience in financial management and or monitoring for the large infrastructure project
- At least 5 years of relevant experience at the international level in infrastructure management.
- Strong analytical skills and experience in writing monitoring and evaluation reports.
- Working knowledge in project cycle of the infrastructure project funded by international/bilateral development organization.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc), and additional experience in statistical software is an asset.
- Experience in coordination and collaboration with national government counterparts and partners



- Experience in conflict/post-conflict countries, especially in Iraq management system is an asset

#### Language

- Working language shall be English, fluency in English, written and spoken. Working level of Arabic and/or Japanese are an asset

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### **Documents to be included when submitting the Proposal:**

#### **1- Technical Proposal:**

The Technical Proposal will include the following documents:

- A letter explaining why he/she considers himself/herself the most suitable candidate for the work;
- Signed Template Confirmation of Interest and Submission of Financial Proposal. (Please use Annex 1);
- CV
- 3 references.

#### **2- Financial proposal:**

The financial proposal will specify each price component separately. A breakdown of this total amount (including travel, per diems) is to be provided by offeror in Annex 1 A.

#### **3- Travel:**

All envisaged travel as per the TOR shall be included in the financial offer Annex-1.

In case of unforeseen travel during the contractual period, payment of travel costs including tickets, accommodation and terminal expenses should be agreed upon, between the Project Manager and Individual Consultant, prior to travel.

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### **Selection Criteria**

Individual consultants will be evaluated based on the Cumulative analysis. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined

- as responsive/compliant/acceptable;
- and having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%).

The Financial score shall be computed as a ratio of the financial offer being evaluated and the lowest priced offer received by UNDP for this assignment.

#### **Minimum requirements: *This will be part of the technical proposal.***

- a) Master's degree in Procurement, Supply Chain, Logistics, Business/Public Administration, Economics, Development Studies or a related field or relevant Bachelor's degree with professional certificate in the related field and 5 years of working experience in the related field.

- b) Must have a working experience on procurement and contract management based on the internationally accepted standards, such as Multi Cultural Development Banks and/or Japan International Cooperation Agency;
- c) A minimum of 5 years of working experiences in project management support of the large infrastructure project, preferably for more than USD 100 million value, which must include the one with Japan International Cooperation Agency (or former Japan Bank for International Cooperation) .
- d) A minimum 5 years of experience in multiple contracts management and/or multiple contracts monitoring with using the quantitative data system.
- e) A minimum 5 years of experience in financial management and or monitoring for the large infrastructure project
- f) At least 5 years of relevant experience at the international level in infrastructure management.
- g) Strong analytical skills and experience in writing monitoring and evaluation reports.
- h) Working knowledge in project cycle of the infrastructure project funded by international/bilateral development organization.
- i) Experience in the usage of computers and office software packages (MS Word, Excel, etc), and additional experience in statistical software is an asset.
- j) Experience in coordination and collaboration with national government counterparts and partners
- k) Experience in conflict/post-conflict counties, especially in Iraq management system is an asset
- l) Excellent knowledge English language, Arabic and/or Japanese is an asset
- m) Willingness to take the UN security training (if required)
- n) Willingness to obtain the required security courses as applicable through the website
- o) Willingness to do 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
- p) 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>		<b>Max. Point 100</b>	<b>Weight</b>
<b>Technical</b>	<p>Relevance and responsiveness of candidate's qualification and experience based on submitted documents:</p> <ul style="list-style-type: none"> <li>• Knowledge and minimum 5 years of working experience on procurement and contract management based on the internationally accepted standards, such as Multi Cultural Development Banks and/or JICA– <b>20 points</b></li> <li>• Minimum 5 years of experience in multiple contracts management, contracts monitoring, financial management, procurement or monitoring, and/or risks management in complex infrastructure projects, using the quantitative data system – <b>25 points</b></li> <li>• At least 2 relevant experiences in the procurement and contract management for large infrastructure projects of more than USD 100 million including at least 1 project funded by JICA (or former Japan Bank for International Cooperation)– <b>25 points</b></li> <li>• Strong analytical skills and experience in writing monitoring and evaluation reports – <b>10 points</b></li> <li>• Master's degree in Procurement, Supply Chain, Logistics, Business/Public Administration, Economics, Development Studies or a related field or relevant Bachelor's degree with professional certificate in the related field and 5 years of working experience in the related field– <b>10 points</b></li> <li>• Fluency in English, working level of Arabic and/or Japanese are an asset – <b>10 Points.</b></li> </ul>		70%
<b>Financial</b>	<b><u>Lowest Offer / Offer*100</u></b>		30%
<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.