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**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**IRQ1/IC-013/20**  
**TECHNICAL CONSULTANT**  
**INTERNATIONAL CONSULTANCY**

**Date: 24 February 2020**

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**Reference Number:** IRQ10/IC-013/20  
**Title of Consultancy:** IC – Technical Consultant  
**Consultancy Level:** Senior Specialist  
**Duty Station:** Home based  
**Period of assignment/services:** 60 WDs over 6 months.  
**Estimated Starting Date:** 17 March 2020  
**Proposals should be submitted:** Not later than 10 March 2020, 8:00 AM EDT (Time zone is in EST/EDT (New York) time zone and 16:00 PM Bagdad 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 - IRQ10/IC-013/20

### Technical consultant International Consultancy

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**Contract Period:** 60 WDs over 6 months.

**Estimated Starting Date:** 17 March 2020

**Duty Station:** Home based.

#### I. Background

Under the overall authority of UNDP Iraq Resident Representative, and under the direct supervision of the Project Manager of Loan Management Unit (LMU) supports diversification of economy and job creation through private sector development and enhanced capacity of managing public infrastructure with transparency and accountability to establish the foundations of sustainable and inclusive growth. The LMU also promotes private sector engagement for sustainable and inclusive development through supporting the Government of Iraq in the implementation of the Private Sector Development Strategy in Iraq (2014-2030) and institutional capacity development of State-Owned Enterprises.

The LMU produces various project-related strategic documents such as project reports, meeting minutes, concept notes, project proposals, project documents, press releases, fact sheets, communication and consultation papers, etc in line with Sustainable Development Goals (SDGs), the UNDP Strategic Plan, and Country Programme Document (CPD), National Development Plan and other guiding texts. Cross-cutting issues such as environment and gender are expected to be appropriately considered and mainstreamed in these strategic documents of LMU. The materials are developed for diverse stakeholders such as government partners, donors, social groups and the private sector. UNDP places much emphasis on the quality of its strategic documents, which is important to successfully plan, mobilize resources and implement projects with diverse stakeholders. The topics of these strategic documents encompass, without being restricted to, the following:

- Public and Private Partnership
- Private Sector Development
- Sustainable livelihood and enterprise development
- Agrobusiness development
- Market analyses
- Socio-economic researches
- Environmental and economic development researches
- Institutional capacity development issues

In order to meet the required quality of strategic documents, it is essential to ensure technical and programmatic elaboration, coherence and consistency with understanding of the context of the UNDP and its development strategy globally and in Iraq. This also enhancement of quality of the materials. Given these needs, UNDP seeks an Individual Consultant with relevant technical, programmatic and research expertise in developing high quality strategic documents and excellent knowledge of the English language to ensure subject matter elaboration and accuracy, language fluency, precision, and clarity.

## II. Duties and responsibilities:

The main tasks and responsibilities under this consultancy are to:

- Support the LMU in identification and formulation of new projects, which will involve defining the project's objectives, activities, results, indicators for monitoring, and partnerships in detail.
- Review and analyze strategic documents associated with UNDP Iraq CPD and SDGs and provide recommendations on the text.
- Refine concept notes, project documents and/or proposals for the purpose of resource mobilization based on CPD and SDGs with a reasonably fast turnaround time.
- Support the LMU in various stages of developing strategic documents and recommend ways to elaborate the LMU strategy.
- Assist in drafting strategies and project documents for LMU Programming.
- Ensure refinement and quality improvement of documents through technical, programmatic, and data elaboration, research, and close communication with the project manager before dissemination.
- Ensure quality of documents is checked, logically structured, edited and proofread before sharing with the client
- Coordinate with the project manager and project team members and consider all inputs and recommendations provided by them.
- Review, examine, verify the various literature/information resources related to the content of the document through research to verify its accuracy, ensure proper referencing and indicator setting.
- Regularly consult with project staff at different stages of document development.
- Undertake other tasks, as required, related to quality assurance of documents including editing and proofreading to support the LMU and the preparation of its internal documents and publications.

## III. Expected Outputs and Deliverables

The project manager will communicate the expected outputs and deliverables to the consultant as needs arise. Below the expected suppositional outputs. The target due date will be determined based on discussions between the project manager and the consultant on a case by case basis in accordance with the foreseen efforts required to complete the outputs and deliverables and their urgency. Expected target duration of each derivable are shown as bellow, the Consultant and the Project Manager shall respectively agree the number of working days for each deliverables before the Consultant's starting its works based on the bellow table, its complexity but not more than 10 WDs for each deliverable.

<b>TYPE of DELIVERABLES</b>	<b>TARGET DURATION (Number of working days)</b>	<b>APPROVALS REQUIRED</b>
Writing project related documents (prodoc, analyses reports, etc.) .	7-10 days	Project Manager
Writing press release materials.	2 days	Project Manager
Development of concept notes and project proposals.	7-10 days	Project Manager
Pamphlet design and draft for Project Activities	2-5 days	Project Manager
Revision of project related documents (prodoc, analyses reports, etc.)	1-5 days	Project Manager

Research and verification of information for each concept note and project proposal	3-7 days	Project Manager
Desk review of information data and provide analyses of findings and recommendations.	3-7 days	Project Manager
Develop/Review quarterly Project Report	3-7 days	Project Manager
Ad hoc reporting	1-10 days	Project Manager

#### IV. Method of Payment

Payments will be processed based on the deliverables with prior agreed days. For each payment a certification of payment needs to be signed and approved by the direct supervisor, who will provide a performance evaluation of the consultant on the last payment. Reimbursable costs will be paid in accordance with the actual disbursements. If the reports and documents are not submitted according to the deliverables and timeframe determined and agreed between the the project manager and the consultant, the payments will be withheld.

UNDP reserves the right to withhold all or a portion of payment if performance is unsatisfactory, work/outputs are incomplete, not delivered or fails to meet deadlines. The copyright of all materials developed by the consultant will remain in the possession of UNDP and UNDP will be free to adapt and modify them in the future.

#### V. Key Performance Indicators during implementation of services

Overall, the consultant's performance will be evaluated based on the following key criteria:

- Provision of professional services in the development of concept notes, project documents, press releases, project proposals and other documents.
- Efficient assessments of collected information for development of concept notes and project proposals aimed at resource mobilization.
- Provision of professional services in researching and drafting and production of various documents with high quality and efficiency, ready for clients' use under strict deadlines.
- Reliable and valid information are provided in the documents.
- Excellent coordination with the project staff in writing, editing and proofreading of documents.
- Provision of comprehensive recommendations for quality improvement of information materials.
- Adherence to any in-house guidelines that exist to help maintain consistency throughout the consultancy service.
- Timely and successful coordination with relevant parties.
- Completion of tasks within set deadlines.
- Quality of work/outputs.

## VI. Institutional Arrangement

The consultant should use his/her own IT equipment for this consultancy. UNDP Iraq will provide a working space if the consultant travels to Iraq. Issuance of visas required for official travel will be supported by UNDP if needed.

## VII. Duty Station

The Consultant will be home based with possibility of short-term missions extending up to 1 week continuously. While on mission to Iraq, the Consultant will be entitled to a living allowance not exceeding the UN DSA rate.

## VIII. Duration of Work

The expected duration of the consultancy is 60 working days over a period of 6 months. Over the contract duration, approximately 60 working days will be spent at the contractor's home base. The consultancy is expected to begin on 15<sup>th</sup> March 2020

## IX. Travel Plan

#	Country / City	Total No. of Trips	Total No. of Working Days
1.	Home-Based	NA	60

The consultant will travel if needed upon request of UNDP.

## X. Reporting

The Consultant shall report directly to the Project Manager of the LMU and the Inclusive Growth and Private Sector Development portfolio.

## XI. Competencies:

### Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.

### Functional Competencies

- Robust analytic skills to identify issues and solutions.
- Focuses on results and responds positively to feedback.
- Strong writing skills, including editing and proofreading.
- Strong communication skills.
- Demonstrates openness to change and ability to manage complexity.
- 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 Skills.

## **XII. Required Skills and Experience**

### **Education**

A graduate degree in economics, project management, business administration, social sciences, international relations or equivalent field. 10 years of relevant professional experience can compensate for this educational requirement.

### **Experience:**

A minimum of 9 years of hands-on experience in strategic planning, program development and/or project management for international organizations, national governments and other development partners in conflict-affected countries or areas.

A minimum of 5 years of experience in project development and proposal writing for international organizations in conflict-affected environments. Preferable if subject area encompassed private sector development, local economic, social and sustainable development.

A minimum of 5 years of experience in researching, writing, revision and formatting various high-level written products related to private sector, socio-economic and sustainable development projects for international organizations, national governments and other development partners or research institutions. Superb English writing and editing skills.

Familiarity and/or experience with the Iraqi and Middle East context.

Ability and desire to work in Iraq.

Willingness to take the UN security training (if required).

Willingness to obtain the required security certificates of web-based courses as applicable.

For consultants of 62 years of age and above, willingness to undergo a required full medical exam by a UN certified doctor if selected for award of contract.

Acceptance of IC General Terms and Conditions

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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 the consultant's daily rate based on an 8-hour workday. The offeror is to provide the daily rate in Annex 1 A.

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

There is no travel expected under this contract. 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 the 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:**

- a) A graduate degree in economics, project management, business administration, social sciences, international relations or equivalent field. 10 years of relevant professional experience can compensate for this educational requirement.
- b) A minimum of 9 years of hands-on experience in strategic planning, program development and/or project management for international organizations, national governments and other development partners in conflict-affected countries or areas.
- c) A minimum of 5 years of experience in project development and proposal writing for international organizations in conflict-affected environments. Preferable if subject area encompassed private sector development, local economic, social and sustainable development.
- d) A minimum of 5 years of experience in researching, writing, revision and formatting various high-level written products related to private sector, socio-economic and sustainable development projects for international organizations, national governments and other development partners or research institutions.
- e) Superb English writing and editing skills.
- f) Familiarity and/or experience with the Iraqi or Middle East context.
- g) Ability and desire to work in Iraq.
- h) Willingness to take the UN security training (if required).
- i) Willingness to obtain the required security certificates of web-based courses as applicable.
- j) For consultants of 62 years of age and above, willingness to undergo a required full medical exam by a UN certified doctor if selected for award of contract.
- k) Acceptance of IC General Terms and Conditions.

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



**The Offer will be evaluated based on the following methodology:** 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 past experience and qualification based on submitted documents:</p> <ul style="list-style-type: none"> <li>• A minimum of 9 years of hands-on experience in strategic planning, program development and/or project management for international organizations, national governments and other development partners in conflict-affected countries or areas etc. – <b>25 Points.</b></li> <li>• A minimum of 5 years of experience in project development and proposal writing for international organizations in conflict-affected environments. Preferable if subject area encompassed private sector development, local economic, social and sustainable development– <b>25 points.</b></li> <li>• A minimum of 5 years of experience in researching, writing, revision and formatting various high-level written products related to private sector, socio-economic and sustainable development projects for international organizations, national governments and other development partners or research institutions. <b>20 points.</b></li> <li>• Familiarity and/or experience with the Iraqi context – <b>10 points.</b></li> <li>• A graduate degree in economics, project management, business administration, social sciences, international relations or equivalent field. 10 years of relevant professional experience can compensate for this educational requirement- <b>10 Points.</b></li> <li>• Superb English writing and editing skills – <b>10 Points.</b></li> </ul>	<b>100 Points</b>	<b>70%</b>
<b>Financial</b>	<b><u>Lowest Offer / Offer*100</u></b>		<b>30%</b>
<b>Total Score = (Technical Score * 0.7 + Financial Score * 0.3)</b>			

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an <b>OUTSTANDING</b> capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence.

**Annex 1: Submission Form Confirmation of Interest and Submission of Financial Proposal**  
**Annex 2 – CV Form (P11 format)**  
**Annex 3 – Individual Consultant General Terms and Conditions**