

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### Q-IC-088/20 – International Consultancy: Dam Safety Expert - UNDP Iraq

Date: 20 Nov 2020

<b>Description of assignment:</b>	<b>Consultative Services for International Consultancy: Dam Safety Expert, UNDP Iraq;</b>
<b>Type of Consultancy:</b>	<b>International Post.</b>
<b>Duty Station:</b>	<b>Home Base with field missions to project sites.</b>
<b>Period of assignment/services:</b>	<b>60 Working Days over a period of 5 Months.</b>
<b>Estimated Starting Date:</b>	<b>01 January 2021</b>
<b>Proposals should be submitted:</b>	<b>Not later than 30 November 2020, 17:00 COB (+03:00GMT/ Baghdad Time)</b>

#### Important Notices:

- Request for Clarification: Any request for clarification must be sent in writing and submitted via Email to the procurement officer mentioned in the e-tendering portal. UNDP will provide a written response, via the E-Tendering portal, without identifying the source of inquiry.

**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.**

## 1. Background

The likelihood of Mosul dam failure presents a very complex problem for Iraq which needs to be addressed through a coordinated approach involving multiple institutions and stakeholders. While ensuring structural safety remains critical to address this problem, it has become equally important and urgent to roll out an emergency response and preparedness plan that can potentially safeguard the people and assets in the likely impacted areas in the downstream.

A number of national plans have been developed by various Iraqi authorities to address the challenge posed by Mosul dam in Iraq. Among them, the contingency plans developed by the Ministry of Water Resources (MoWR), Civil Defense, and Ministry of Defense (MOD) are notable ones. However, there exists gaps and lack of coherence in these plans as well as overlapping mandates, roles and responsibilities.

UNDP is already engaged with the Government of Iraq in its efforts to review safety and security of Mosul Dam. UNDP's technical assistance is targeted to strengthen the on-going national efforts through undertaking a systematic assessment of risks and vulnerabilities and development of a comprehensive emergency response and preparedness plan. The key objective is to protect the communities, institutions and the assets in the downstream areas in case of the dam being breached.

The Ministry of Water Resources (MoWR) is the official operator of the Mosul Dam and is legally mandated to safeguard population from flood risks. The role of the ministry of water resources is central to any effort to improve capacity and preparedness for any possible emergency in the Mosul Dam. In 2017, UNDP established a strong partnership with the Ministry of Water Resources (MoWR) and to bring them fully on board in the emergency flood preparedness actions in Tigris river valley. To this end, an Expert will be mobilized to engage with MoWR for initiating a modern dam safety programme that puts system and capacities in place to mitigate the risks and vulnerabilities through a combination of structural and non-structural solutions. These will include a review of capacity gaps and provisioning training to the concerned officials on dam safety, regulations and protection based on international best practices.

Recognizing the benefits of successful accomplishment of Dam safety measures at Mosul Dam, the Ministry of Water Resources (MoWR) has sent a formal request to UNDP for continuing and

expanding the Dam Safety programme to cover other important dams including Darbandikhan which pose risks to a large downstream population. UNDP has successfully completed dam safety training for Mosul Dam technical staffs and has completed the preparation of Safe Operational Plan of the Dam. It is important to continue the momentum and undertake a set of urgent activities to establish emergency preparedness measures in the MoWR for the purpose of safeguarding the lives of the vulnerable communities along the flood paths of Darbandikhan, Dokan and Haditha Dams. Emergency preparedness measures and protocols will be activated, and dam safety training will be provided to the managers and the technical staffs at the dam sites and detail operational plans will be developed and finalized for Darbandikhan, Dokan, and Haditha Dams. With the objective to scale up the efforts

by the MoWR, a national dam safety standards manual will be developed and finalized to help the Government of Iraq to scale up emergency preparedness efforts across all the vulnerable dams in the country.

The nationwide management of dams is under the jurisdiction of the Ministry of Water Resources. While the threat to Mosul dam is that of collapse due structural weaknesses, the threat to other dams is associated with earthquakes, such as Darbandikhan Dam. As assessed by the Ministry of Water Resources, these dams are vulnerable to earthquakes and therefore some form of preparedness is advised at this point.

On the other hand, water management of the Tigris River is done as an integrated system. In the case of Mosul Dam failure, managing the dams along the Tigris River and its tributaries accordingly is an integral part of the response plan to minimize the impact on the exposed population.

UNDP believes that the preparedness momentum gained on the Mosul dam is a perfect opportunity to rollout preparedness to other vulnerable dams, as clearly a collapse in one will impact the operations of the others in terms of resources allocation and usage by the ministry.

Recently, UNDP had recruited an international consultant to review preparedness and safe operation of major dams in Iraq (i.e., Mosul, Haditha, Darbandikhan, Dokan, and Hemrin Dams). The Consultant produced reports covering gap analysis of each of the above dams and drafted guidelines for dam Emergency Preparedness and Response Plans (EPRP) and to carryout inspections.

## **2. Objective of the Assignment:**

The objective of the position is to lead UNDP-Iraq engagement with the Ministry of Water Resources (MoWR), provide training to concerned officials in Mosul, Darbandikhan, Dokan, Hemrin and Haditha dams on dam safety, regulations and procedures based on international best practices. The expert will also develop and finalize National Dam Safety Standards (in the form of a ready to use manual) to help the Government of Iraq to scale up emergency preparedness efforts across all vulnerable dams in the country.

## **3. Scope of Work**

- Desk review of technical reports covering the gap analysis of major dams in Iraq and guidelines for preparing EPRP and carrying out inspections (which have been prepared by the International consultant earlier in 2020).
- Design and provide training to the concerned MoWR officials on dam safety, regulations and protection based on assessment of existing capacity in MoWR and operational gaps;
- Develop National Dam Safety Standards<sup>1</sup> in consultation and coordination with the MoWR.

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<sup>1</sup>. **Standards:** "Outline a set of minimum requirements which must be met when commissioning a new asset. For example, the minimum requirements for locking down the Windows operating system; or a standard used to assess eligibility for security clearance", Centre for Protection of National Infrastructure, UK. <https://www.cpni.gov.uk/insider-risks/policies-standards-guidelines-procedures>

The standards should, at the minimum cover; i) dam emergency preparedness, ii) safe operation and iii) maintenance, defining necessary requirements and guidelines based on international best practice. The document should help the Government of Iraq to scale up safe operation and emergency preparedness efforts across all the vulnerable dams in the country.

#### 4. Deliverables and timelines:

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.

Deliverable	Location	Target date/ Duration	Payment percentage
1. Submission of work plan and capacity assessment of MoWR in dam safety regulations and procedures, and capacity gaps	Home Base and Iraq	31st Jan, 2021	20%
2. Submission of training curriculum		28 Feb, 2021	25%
3. Submission of the Final National Dam Safety Standards		30 April, 2021	25%
4. Submission of training report and final reports		31May, 2021	30%

#### 5. Time and Method of payment:

- Payment shall be provided upon satisfactory completion of the deliverables outlined in section **3. Scope of Work and 3. Deliverables and timelines** and, upon submission and acceptance of a report mentioned above.
- Payment requests submitted by the consultant must be certified by the supervisor(s) specified below and, accompanying payment invoices.
- 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.
- The payments will be made on installments basis per deliverable subject to UNDP procedures.
- Reimbursement costs/ travel costs will be paid on the basis of actual expenditure and should not exceed the approved amount in the contract calculation sheet.
- The consultant will be reimbursed for the daily living allowance in Iraq or other locations based on the actual days spent during travel.
- A written approval from the respective project manager will be required to facilitate consultant's travel on official mission.

#### 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: Identify 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 timeline 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 to the UNDP to the Project Manager of Mosul Dam Emergency Preparedness in Iraq (MDEP) and work closely with UNDP project partners (especially the Ministry of Water Resources and its counterparts in Iraq and Kurdistan region of Iraq).

The project is under the supervision of EECC pillar head.

## **8. Travel Plan:**

No	Country/ City - No of Travels	Duration: Calendar Days (CD)
1	Home Base - Baghdad/Iraq (1 Mission)	Estimated at 5 Nights/ Calendar Days
2	Home Base - Erbil/Iraq (2 Missions)	Estimated 20 Nights\Calendar Days
Total	<b>3 Trips/ Missions</b>	25 Nights/ Calendar Days

## **9. Time Line:**

- The Consultancy service will be required for (60 working days) over a period of 5 Months. The Consultant shall be paid for fees for the worked number of days, assuming the UN-standard of 8 hours per day, based on work plan/agreed deliverables and satisfactory performance.
- The consultancy assignment is Home base and Iraq [per respective direct supervisor approval and, project requirements] with travel to other locations if needed.
- The contract commencement date is aimed to be by 01 January 2021. However, the contract end date will be extended further in case of reschedule any meeting due to the ongoing security situation in Iraq and ongoing health advisory and travel rules and UN special approval requirements for travel.

## **10. Duty Station, Travel and COVID-19:**

Home-based with missions to the Iraq to conduct necessary activities; i.e. training as per the work plan to be finalized in consultation with the Project Manager. The travel to Iraq to conduct assessments or training will be dependent upon COVID-19 related restrictions. If travel is undertaken to Iraq, COVID-19 compliance to COVID-19 protocols would be ensured by UNDP, the MoWR and the Consultant.

## **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 timeline 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 office facilities only inside the UNDP premises during this assignment and missions.
- 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 inside the UN Iraq office premises.**c) Communication Facilities:** UNDP will not provide access to internet during this assignment, except inside the UN Iraq office.**13. Qualifications and Requirements:****A. Education:**

- At least a master's degree in Dam Engineering, Water, Hydrology, Disaster Management, or related development discipline is required.
- A Phd degree will be preferred in Dam Engineering, Water, Hydrology, Disaster Management, or related development discipline.

**B. Work Experience:**

- At least 10 years of increasingly responsible experience in dam engineering, dam safety, water management, or hydrology with a focus on managing large scale and complex water management facilities;
- Must have demonstrated ability to lead a multi-disciplinary team of experts, particularly in conflict context; Proven experience of working with a diverse range of stakeholders;
- Proven experience of dam safety programmes is important;
- Working experience in the UN system would be a strong asset;
- Experience in the context of Iraq will be an advantage.

**C. Language:**

- Fluency in English language is a Must.
- Fluency in Arabic language is preferred.

**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**.
- A language assessment will be conducted [if needed] for verifying influence in English;
- **Sample reports** of previous similar work in English related to the subject of this assignment.
- 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 **4. Deliverables**)

**B. Financial proposal:**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked. ***Annex 1 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. 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.

Travel costs will be paid based upon actual travel and receipts provided. In case the IC is unable to travel due to COVID-19 restrictions or other reasons, no costs estimated related to travel would be paid.

**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).

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

<b>Criteria</b>		<b>Max. Point 100</b>	<b>Weight</b>
<b>Technical</b>	<b>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents:</b> <ul style="list-style-type: none"> <li>At least a master's degree in Dam Engineering, Water, Hydrology, Disaster Management, or related development discipline is required. <b>(20 points)</b>.</li> <li>A Phd degree will be preferred in Dam Engineering, Water, Hydrology, Disaster Management, or related development discipline. <b>(10 points)</b>.</li> <li>Minimum 5 years of experience in designing and implementing dam safety standards, guidelines and capacity building of authorities on dam safety (1 Point per 1 year of experience, +5 years = full marks). <b>(15 points)</b>.</li> <li>Proven record of good technical writing in the areas of dam operation and safety, water resources management, climate change impact and variability - <b>(10 points)</b>.</li> <li>Demonstrated ability to conduct training and consultations engaging with key stakeholders in dam safety, water resources management - <b>(10 points)</b>.</li> <li>Experience of working at the policy level/strategic level and demonstrated ability to influence policymakers - <b>(10 points)</b>.</li> <li>Have peer-reviewed research, articles, and/or books published in the last 10 years - <b>(5 points)</b>.</li> <li>Experience in the context of Iraq will be an advantage - <b>(5 points)</b>.</li> </ul>	<b>85 Points</b>	<b>70%</b>
	<b>Criteria B: relevance and responsiveness of candidate's approach, technical proposal and submitted work plan and Methodologies:</b> <ul style="list-style-type: none"> <li>Adequacy of the Proposed Methodology &amp; Approach: Submission of detailed Methodology explaining the understanding of assignment objectives, approach to the services, a methodology for carrying out the activities and obtaining the expected output, and degree of detail of such output. - <b>(10 points)</b>.</li> <li>Appropriateness of the Proposed Work Plan: Submission of a clear work plan with detailed deliverables and payment schedule. The Applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates - <b>(5 points)</b>.</li> </ul>	<b>15 Points</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>			

<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.

#### **Annexes:**

**Annex 1 – Template Confirmation of Interest and Submission of Financial Proposal.**

**Annex 2 – Individual Consultant General Terms and Conditions.**