



## PROCUREMENT NOTICE

### FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date: August, 26 2021

<b>Procurement Notice Title:</b>	Individual Contractor (IC) – Consultant to develop Iraq's Digital Landscape Assessment
<b>Starting Date:</b>	8 October, 2021
<b>Duration:</b>	70 working days for over period of 4 months
<b>Location:</b>	Home based
<b>Project:</b>	Supporting the development of the Digital Landscape Assessment in Iraq
<b>Requisition Number:</b>	
<b>National or International individuals:</b>	International individuals
<b>Is this a LTA (yes/no):</b>	No

#### CONTEXT/BACKGROUND

The United Nations Development Program (UNDP) supports the strengthening of national capacities in the Arab States; promotes the implementation of the Sustainable Development Goals (SDGs), directing different public policies to incorporate the approach of sustainable human development, human rights, and gender equality into the 2030 agenda.

UNDP Iraq Country office, building on its response to the COVID-19 pandemic, is seeking to extending its support to the Government to digital transformation services . While the government is working to tackle the social and economic impacts of the pandemic, it is looking at opportunities to promote a strong, sustainable, and inclusive recovery.

Digital transformation has become an imperative in the face of the crisis. Travel bans, physical closure of schools, workplaces, and businesses, the increased need for the provision of online services due to the lockdown restrictions imposed (e.g. healthcare services) have prompted countries to turn to digital solutions to be able to operate effectively. With the widespread lockdowns and uneven access to the internet, the digital divide has become more significant than ever.

The prospects of economies in the region for a strong, inclusive, and sustainable recovery, aligned to Agenda 2030 and its SDGs, will depend on how effectively governments leverage digital technologies and govern their interplay with major trends, including the changing nature of work, demographic transition, climate change, and urbanization. Governments also need to ensure access to reliable and affordable internet for all.

UNDP and the Government of Estonia are collaborating on efforts that support digital transformation as a sustainable development pathway in the region. The cooperation will leverage both the longstanding digital evolution and expertise of Estonia alongside UNDP's track records to support for, and sustained investments in sustainable development globally and in the region.

As a critical component of this cooperation, UNDP developed a *Digital Landscape Assessment* tool to support countries to assess their digital landscape within the framework of the SDGs and identify digital entry points for acceleration towards the SDGs. The overall aim of the tool is to support countries in the development of their digital transformation roadmaps, as well as inform their national development plans and sector strategies.

The Digital Landscape Assessment (DLA) includes three sub-components: 1) *Rapid Integrated Assessment (RIA)*; 2) *Digital Maturity Assessment*; and 3) *Accelerator and Bottleneck Assessment (ABA)*.

The analysis drawn from the application of the DLA can inform the development of a country's national/sub-national development plan, a mid-term review of a plan, the development of sector strategies, and the development of a country's digital transformation roadmap.

## **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

The consultant will support the preparation of the DLA, specifically two of its components, the RIA and the ABA. This implies undertaking a desk review of the national development strategy and sectoral strategies provided by Iraq's country office as well as interviews with sector ministries. The UNDP Country Office in Iraq provided nineteen (19) national planning documents (see the list below).

The review will comprise the following steps:

- 1) Assess the level of alignment of digital/ICT targets within Iraq's national development framework, including sector strategies, with the SDG targets, and identify the gaps thereof and opportunities for digital interventions. The assessment draws from a pre-existing checklist of possible relevant digital targets.
- 2) Identify relevant digital/ICT indicators as captured in development plans/sector strategies
- 3) Identify landscape of entities with responsibility on specific digital/ICT targets
- 4) Assess balance of digital targets addressed in a country's development planning framework across the five dimensions of sustainable development (people, planet, prosperity, peace, and partnership)
- 5) Analyze the current digital situation, bottlenecks and opportunities by assessing 14 e-government domains of the Iraqi public sector

Once both the RIA and DMA are completed, the consultant will support the application of the ABA, including:

- Map existing digital initiatives across sectors that enable progress on the SDGs
- Assess bottlenecks to implementation (if any) and recommend solutions to address the identified bottlenecks. Bottleneck categories include policy and planning, budget and financing, service delivery, and service utilization

**List of the (19) National planning documents provided by the UNDP Country Office in Iraq**

No.	Strategy
1	Implementation strategy for economic reforms in Federal Iraq
2	Private sector development strategy
3	Poverty reduction strategy
4	NDP 2018-2022
5	Vision 2030
6	COVID-19 recovery response plan
7	2019 VNR
8	Child protection policy in Iraq
9	White Paper Document - Economic Policy
10	Iraq's National Housing Policy
11	Radioactive Waste Strategy
12	National Operating Policy Update 10-1 2018
13	National policy to involve Iraqis abroad
14	National Strategy for The Prevention and Control of Non-Transitional Diseases 2018-2022 (final)
15	National Strategy for Disease Vector Control for the period 2019 to 2023 (final)
16	National Food Security Strategy
17	Second National Poverty Alleviation Strategy in Iraq
18	Iraqi Industrial Strategy
19	Training strategy and vocational and technical education in Iraq

**EXPECTED OUTPUTS AND DELIVERABLES**

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
<b><u>Deliverable 1:</u></b> Deliver RIA	Up to (20) working days from contract signature date	Within 1 calendar month from contract signature date	Regional Policy Adviser on SDG Integration ; Digital Transformation specialist
<b><u>Deliverable 2:</u></b> Deliver ABA	Up to (20) working days from satisfactory completion of DMA	Within 2 calendar months from contract signature date	
<b><u>Deliverable 3:</u></b> Deliver DLA	Up to (20) working days from satisfactory completion of deliverable (2)	Within 3 calendar months from contract signature date	
<b><u>Deliverable 4:</u></b> Prepare and deliver a power point presentation showcasing the methodology for the DLA, the main results of the Report and a roadmap detailing activities to prioritize (next	Up to (05) working days from satisfactory	Within 3,5 calendar months from contract	

steps)	completion of deliverable (3)	signature date	
<b>Deliverable 5:</b> Deliver a final DLA report reflecting Iraqi authorities' feedback	Up to (05) working days from satisfactory completion of deliverable (04)	Within 4 calendar months from contract signature date	

### **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNDP Regional Bureau for Arab States (RBAS);
- S/He shall perform tasks under the general guidance and the direct supervision of the SDG Integration Adviser and Digital Transformation Specialist
- The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS, SDG Integration Team on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, s/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own laptop;

### **DURATION OF THE WORK**

The contract is expected to require a commitment of at least 70 working days over a period of 4 months.

### **DUTY STATION**

This is a home-based assignment.

### **TRAVEL PLAN (OPTIONAL)**

**N/A**

If any unforeseen travel outside the individual home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the individual shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

## **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

- I. Academic qualification:
  - BA degree related to Social Sciences/Sustainable Development or other related fields.
  
- II. Experience:
  - Minimum of 2 years of directly relevant experience in development work, especially related to the SDGs and the 2030 Agenda
  - Previous experience working with the UN and/or international organization, familiarity with its mandate and work preferred
  
- III. Language Requirements
  - Proficiency and demonstrated drafting ability in English and Arabic
  
- IV. Key Competencies
  - Corporate
    - Demonstrates integrity and fairness, by modeling the UNDP'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.
  - Functional
    - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
    - Strong analytical and synthesis skills;
    - Ability to work independently and achieve quality results with limited supervision and within tight schedules;
    - Strong quantitative and qualitative research skills;
    - Experience in reports production;
    - Ability to write in a clear and concise manner;
    - Good teamwork and interpersonal skills;
    - Flexibility and ability to handle multiple tasks and work under pressure;
    - Excellent computer skills especially Word, Excel and Power Point.
  - Knowledge Management and Learning
    - Ability to strongly promote and build knowledge products;
    - Substantive knowledge of environmental trends and water governance in the Arab States region
    - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
    - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
    - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
    - Demonstrated experience in producing evidence-based analytical reports at high quality standards

- Leadership

- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;

### SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Payment Terms/Schedule
<b>Deliverable 1:</b> Delivery of RIA	Up to (20) working days from contract signature date	Within 1 calendar month from contract signature date	After satisfactory completion of deliverable(s) (01) and submission of duly certified Certification of Payment (CoP) <b>up to 30% of total contract</b>
<b>Deliverable 2:</b> Delivery of ABA	Up to (20) working days from satisfactory completion of DMA	Within 2 calendar months from contract signature date	After satisfactory completion of deliverable(s) (02) and submission of duly certified Certification of Payment (CoP) <b>up to 15% of total contract</b>
<b>Deliverable 3:</b> Delivery of DLA	Up to (20) working days from satisfactory completion of deliverable (2)	Within 3 calendar months from contract signature date	After satisfactory completion of deliverable(s) (03) and submission of duly certified Certification of Payment (CoP) <b>up to 15% of total contract</b>
<b>Deliverable 4:</b> Prepare and deliver a power point presentation showcasing the methodology for the DLA, the main results of the Report and a	Up to (05) working days from	Within 3,5 calendar months from	After satisfactory completion of deliverable(s) (04)

roadmap detailing activities to prioritize (next steps)	satisfactory completion of deliverable (3)	contract signature date	and submission of duly certified Certification of Payment (CoP) <b>up to 15% of total contract</b>
<b>Deliverable 5:</b> Deliver a final DLA report reflecting Iraqi authorities' feedbacks	Up to (05) working days from satisfactory completion of deliverable (04)	Within 4 calendar months from contract signature date	After satisfactory completion of deliverable(s) (04) and submission of duly certified Certification of Payment (CoP) <b>up to 25% of total contract value</b>

### RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit documents under point 1&2 to demonstrate their qualifications. Candidates that fail to submit these documents, the application will not be considered.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- 3) **Financial Proposal: *Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive***

When the financial proposal is requested it should indicate the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit required documents to Job Advertisement Website ([https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm)) as one document not later than 4<sup>th</sup> September, 2021

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: <http://procurement-notices.undp.org/>

### CRITERIA FOR SELECTION OF THE BEST OFFERS

Individual consultants will be evaluated based on the following methodologies:

#### Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- BA degree related to Social Sciences/Sustainable Development or other related fields.
- Proficiency and demonstrated drafting ability in English and Arabic
- A Minimum of 2 years of directly relevant experience in development work, especially related to the SDGs and the 2030 Agenda

### **Step II: Technical Review**

Shortlisted candidates will undergo a technical evaluation and a submission of a proposal to tackle the assignment.

#### **Technical evaluation Criteria max 100 points (Weighted 70):**

- BA degree related to Social Sciences/Sustainable Development or other related fields.(20 points);
- Minimum of 2 years of directly relevant experience in development work, especially related to the SDGs and the 2030 Agenda (30 points);
- Previous experience working with the UN and/or international organization, familiarity with its mandate and work preferred (20 points);
- Proficiency and demonstrated drafting ability in English and Arabic. (30 points)

#### **Financial Criteria - 30% of total evaluation**

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n) * 30$  where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

### **Step III: Final evaluation**

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will 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 a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.