**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE/SCOPE OF WORK**

<table>
<thead>
<tr>
<th>Title of Individual Consultant:</th>
<th>Senior Expert</th>
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</thead>
<tbody>
<tr>
<td>Assignment:</td>
<td>for the Loan Management Unit on Assessment of Capacity Development of Electricity Sector Engineering in Iraq</td>
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<tr>
<td>Duration of assignment:</td>
<td>Up to 45 working days over a period of 7 months - Deliverable Bases</td>
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<tr>
<td>Duty station:</td>
<td>Home Based</td>
</tr>
<tr>
<td>Start Date:</td>
<td>1 March 2022</td>
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<tr>
<td>Language Required:</td>
<td>English</td>
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**BACKGROUND**

The UNDP Iraq Country Office, the Loan Management Unit (LMU) has facilitated to monitor loan funded projects and the capacity development support to the Government of Iraq (GoI) for socio-economic infrastructure. Under the Partnership Agreement with Japan International Cooperation Agency (JICA), the LMU plans to conduct the Information Collection Survey for the JICA’s Third Country Training Program, “Capacity Building and Technical Skills Improvement on Electricity for Iraq Phase 2” in the norms of South-South cooperation in the Region. The LMU will identify the needs of Iraqi Ministries of Electricity (MoE)s on the capacity development trainings in line with the strategic goal of the electricity sectors in Iraq as well as assessing the competency of regional electricity authorities for the provision of technical trainings to the Iraqi official engineers, in order to provide analysis and recommendation for enhance the electricity management in Iraq.

**Objectives**

The objective of the work of the consultant is to support UNDP in assessment of the electricity sector in Iraq to provide following analysis and recommendations:

- Strengthening the effectiveness of South-South cooperation through Third Country Training Programme for the electricity sectors in Iraq.
- Assessing and analysing the needs of Capacity Development trainings for electricity sectors in Iraq.
- Verifying and analysing the provision of the Capacity Development training for electricity sectors by regional electricity authorities in Jordan, Egypt and other countries.
Key Tasks and Responsibilities

The **Senior Expert** will act as an international specialist with the following responsibilities:

- Development of concept note to conduct the Survey by analysing and reviewing the collected information and demands of Iraqi MoE/Federal and MoE/KR-I, and confirming the achievement from the past trainings provided by JICA with identifying the current and future needs of trainings and challenges in terms of curriculums, level of achievement, assessment methods, approaches and personnel.
- Provision of technical advice to the team for data collection through coordination with stakeholders
- Develop the final survey report including following recommendation on; 1) effective trainings for electricity power generation, transmission, distribution in line with electricity development plan in Iraq, 2) appropriate and effective trainings classified for Iraq and to be provided in Jordan, Egypt and Japan according to JICA’s scheme, 3) effective training implementation to the department of MoE/Federal and MoE/KR-I, and enhancement of trainings provided by Jordanian authority in the short term and the medium-long term planning, identifying effective and efficient training courses, curriculum, facilities, approaches, schedules, number of trainees, trainees’ appropriate qualification, etc.

The overall consultancy shall be closely coordinated with the LMU, government’s counterparts, donor. The deliverables are required to be finalized based on LMU and donor’s comments.

**Tentative Schedule of the Assessment Survey**

The consultancy will be up to 45 working days over a period of 7 months, though the Consultant is expected to submit her/his estimation to complete bellow timetable and deliverables.

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<thead>
<tr>
<th>Milestones</th>
<th>Feb</th>
<th>Mar</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
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<tbody>
<tr>
<td>Initial Information Collection</td>
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<tr>
<td>Submission of Inception Report</td>
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<tr>
<td>Initial Assessment and Detail Data Collection</td>
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<tr>
<td><strong>Expected Consultant Inputs</strong></td>
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<tr>
<td>Submission of Draft Final Report</td>
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<tr>
<td>Submission of Final Report</td>
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<tr>
<td>UNDP/Donor’s Review</td>
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**Scope of Work and Key Deliverables**

Under the overall supervision of the Project Manager of LMU, the Senior Technical Advisor shall contribute to the provision of the following deliverables:

<table>
<thead>
<tr>
<th>Scope of work</th>
<th>Key deliverables</th>
<th>Timeline / Due date</th>
<th>Payment terms/tranche</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop the inception report to conduct the Survey based on initially collected information.</td>
<td>Inception Report</td>
<td>4 weeks from contract start date</td>
<td>40%</td>
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</tbody>
</table>
Develop the final survey report including following recommendation on;

- Effective trainings for electricity power generation, transmission, distribution in line with electricity development plan in Iraq.
- Appropriate and effective trainings classified for Iraq and to be provided in Jordan, Egypt and Japan according to JICA’s scheme
- Effective training implementation to the department of MoE/Federal and MoE/KR-I.
- Enhancement of trainings provided by Jordanian authority in the short term and the medium-long term planning, identifying effective and efficient training courses, curriculum, facilities, approaches, schedules, number of trainees, trainees’ appropriate qualification, etc.

Survey Report 7 months from contract start date 60%

The consultant is also required to make him/herself available to attend remote/ virtual meetings / discussions via skype/ zoom or other relevant modality for planning meetings (in person)/ feedback meetings convened by FMA Project Manager and donor (JICA).

The Senior Expert must be able and willing to collaborate and assist other team members of LMU and GoI counterparts during assessment.

- **Timeline for deliverables**

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<thead>
<tr>
<th></th>
<th>Deliverables</th>
<th>Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverable 1</td>
<td>1 April 2022</td>
<td>40%</td>
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</table>
### Deliverables

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverable</th>
<th>Date</th>
<th>Progress</th>
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<tbody>
<tr>
<td>2</td>
<td>Deliverable 2</td>
<td>30 August 2022</td>
<td>60%</td>
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<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
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### Duration

The contract is effective from the date of signature by UNDP Iraq and the international Consultant for 7 months with the aim of starting the assignment by 1 March 2022 – 30 September 2022.

### REQUIRED COMPETENCIES, QUALIFICATIONS AND EXPERIENCE:

#### Academic and Professional Qualifications:

- Hold at least a master’s degree in Electricity Engineering.
- Professional certification of electricity engineering from a recognized engineering institution.

#### Experience:

- Minimum of seven (7) years of experience in Iraq on Electricity, preferably working experiences with both MoE/Federal and MoE/KR-I.
- At least five (5) years engagement with UN agencies and international donors preferably JICA.
- Experience in assessment and planning of capacity development trainings for Electricity Engineering in national/subnational level.
- Knowledge of Electricity Infrastructure Strategy and Management in national/subnational level, preferably Iraq, those which of other countries in the Region additionally will be an asset.
- Knowledge of Electricity Utilities Management.

#### Language:

- Excellent oral and written command of the English language, knowledge of Arabic and/or Kurdish will be an asset.

#### Competencies:

**Corporate Competencies:**

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Maturity combined with tact and diplomacy;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

**Knowledge and skills requirement:**

- Shows ability to communicate and to exercise advocacy skills in front of a diverse set of audience;
- Focuses on impact and result for the client and responds positively to feedback;
- Demonstrates openness to change and ability to manage complexities;
- Consistently approaches work with energy and a positive, constructive attitude;
• Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnic environment;
• Builds strong relationships with clients and external actors;
• Ability to work independently with strong sense of initiative, discipline and self-motivation.
• Knowledge of Iraqi socio-economic situation
• Knowledge of UNDP and its mandate in the area of economic growth and infrastructure development
• Excellent analytical/conceptual thinking
• Excellent interpersonal/communication skills

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Shortlisted candidates (ONLY) will be requested to submit a Financial Proposal, the consultant shall then submit a price proposal when requested by UNDP, in accordance with the below:

• Lumpsum Fee – The contractor shall propose an all-inclusive lumpsum fee followed by a cost breakdown, which should be inclusive of his professional fee, local communication cost and insurance (inclusive of medical health insurance and evacuation).
• The total professional fee shall be converted into a lump-sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment linked with deliverables and at the end of assignment.

UNDP reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

Evaluation Method and Criteria:

Individual consultant will be evaluated based on the following methodology:

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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight 70%
* Financial Criteria weight 30%

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Evaluation (70%)

Qualification, Experience and Technical Proposal (100 marks):
• Hold at least a master’s degree in Electricity Engineering and Professional certification of electricity engineering from a recognized engineering institution. (10 points)
• Minimum of seven (7) years of experience in Iraq on Electricity, preferably working experiences with both MoE/Federal and MoE/KR-I. (20 points)
• At least five (5) years engagement with UN agencies and international donors preferably JICA. (20 points)
• Experience in assessment and planning of capacity development trainings for Electricity Engineering in national/subnational level. (20 points)
• Knowledge of Electricity Infrastructure Strategy and Management in national/subnational level, preferably Iraq, those which of other countries in the Region additionally will be an asset. (20 points)
• Knowledge of Electricity Utilities Management (10 points)

Financial Evaluation (30%):

The following formula will be used to evaluate financial proposal:

\[ p = y \left(\frac{\mu}{z}\right), \]

where
\[ p = \text{points for the financial proposal being evaluated} \]
\[ y = \text{maximum number of points for the financial proposal} \]
\[ \mu = \text{price of the lowest priced proposal} \]
\[ z = \text{price of the proposal being evaluated} \]

Documents to be included when submitting the proposals:

Interested international Consultant must submit the following documents/information to demonstrate their qualifications in one single PDF document:

• 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.

All materials developed will remain the copyright of UNDP Iraq. UNDP Iraq will be free to adapt and modify them in the future.

Annexes (click on the hyperlink to access the documents):

• Annex 1 - IC Contract Template (for information);
• Annex 2 – IC General Terms and Conditions (for information);
• Annex 3 – RLA Template (if consultant wishes to be recruited through an employer) - (for information).

Note: Incomplete application will result in automatic disqualification of candidate.