# Individual Consultant Procurement Notice/Scope of Work

<table>
<thead>
<tr>
<th>Title of Individual Consultant:</th>
<th>National Environmental Impact Assessment (EIA) Expert</th>
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</thead>
<tbody>
<tr>
<td><strong>Assignment:</strong></td>
<td>Develop three EIAs for the project “Climate Action for Human Security in Iraq’s Al Hawizeh Marshlands”</td>
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<tr>
<td><strong>Duration of assignment:</strong></td>
<td>2 months</td>
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<tr>
<td><strong>Duty station:</strong></td>
<td>Home Based with travel to project site/s</td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td>1 April 2022</td>
</tr>
<tr>
<td><strong>Language Required:</strong></td>
<td>Arabic &amp; English</td>
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## Background

UNDP Iraq seeks to implement a 3-year “Climate Action for Human Security in Iraqi Marshlands” project, jointly with the Iraqi Ministry of Environment (MoEn) and the local government in Misan. The project strategy is a direct response to the current levels of severe environmental degradation in the Al Hawizeh marshes, amidst returning IDPs. The projected changes in marsh and upstream climate regimes may well reverse the pattern of return of IDPs to the marshes and induce a second wave of displacement over time due to the deterioration of marshland biodiversity and the ecosystem services on which the livelihoods of returning IDPs depend. This project is considered a pilot project within the Regional umbrella project (SDG Climate Facility project: Climate Action for Human Security) Funded by SIDA includes regional Arab-wide as well as national-level activities. UNDP will work in close coordination with the MoEn and with Misan Governor’s office, both of which will designate official focal points who will provide management support to UNDP for the implementation of project activities.

The Al Hawizeh Marshes are located in the Misan governorate in southeast Iraq just east of the Tigris River. Together with the adjacent Central and Al Hammar marshes within the Thi Qar and Basra governorates, respectively, they are at the southern tip of large alluvial plain fed by the flows of the Tigris and Euphrates rivers and their distributaries. The three marsh areas consist of a set of interconnected, shallow, freshwater lakes, marshes and seasonally inundated large, flat floodplains.

Based on consultations with the government, local communities, and civil society stakeholders on climate risks in the marshlands and priority activities to reduce displacement pressure, the overall objective of the project is to enhance climate security among returning IDPs to the Al Hawizeh marshes.
Objectives

The objective of the consultancy is to support UNDP in implementing its project ‘Climate Action for Human Security in Iraqi Marshlands’ to achieve the following:

- Develop the EIAs for selected sites that will be used as ecotourism sites, solar energy powered water purification system and wastewater treatment.
- The EIA must be fulfilling the necessary national criteria’s set by the legislation and regulations of the Iraqi Government including the Ministry of Environment.
- Work carried out by the consultants needs to be based on the recommendations of the Gender Gap Analysis/Gender Equality Action Plan prepared by the project in 2021, which will be provided to the consultant upon commencement of the assignment.

Key Tasks and Responsibilities

The National Environmental Impact Assessment (EIA) Expert will act as a national expert with the following responsibilities:

1- Collect necessary data for developing the EIA

The consultant shall conduct a literature, desk-top, review relating the biophysical, natural environment, socio-economic and heritage assets of the study area. This literature review shall cover bio-geographic zones, bio-climatic zones, metrology, hydrogeology and water resources, soil, ecosystems, key biological habitat, socio-economic, legal and regulatory framework and natural and cultural heritage environment.

2- Stakeholders Consultations

For the stakeholder's consultation/engagement purpose, the consultant shall ensure to involve the project female and male stakeholder throughout the project phases by the different activities (scoping session, meetings, interviews, etc.), taking into account conducting the approvals from the National Contractual Service adopted by the Government of Iraq (GoI), the National World Heritage committee and the Ministry of Environment. Documentation of the scoping session participants and discussions during the session shall be provided in a separate annex.

3- Baseline Documentation

Following the completion of the literature review and site investigations the consultant shall document, analyze and prepare report sections on the baseline conditions of the EIA. This reporting shall include qualitative and quantitative evaluation whenever applicable.

4- Assessment of the Anticipated Impacts

Once all baseline information and consultation are documented and well understood, the significant aspects shall be analyzed, expected impacts on the significant environmental aspects associated with the various phases of the project will be identified, and criteria for the evaluation of significance are developed.

Based on the criteria each impact shall be assessed for significance. Significant impacts shall be further studied, described and quantified where applicable, including positive and negative, direct, indirect and accumulative impacts. Related activities to be implemented under this task include:

- Evaluation of the significance of impacts based on the magnitude of effects and the real or perceived values of the resource.
- Revision of the environmental implications of the project and various alternatives on the study for minimizing and mitigating impacts.
- Evaluation of the significance of impacts based on the magnitude of effects and the real or perceived values of the resource.
- Identification of direct and indirect environmental impacts from establishment, operation and long-term use, including longevity of effects and cumulative effects.
The impacts on the heritage environment shall be given a special attention and shall be discussed in a separate chapter/section.

5- **Identify project alternatives**

Under this task, the consultant shall identify alternatives for the proposed activities/technologies. Additionally, the consultant shall assess different project scenarios (no development scenario should be included).

6- **Emergency planning**

The selected site is considered a significant cultural heritage site, therefore, an emergency response plan/measures should be included in the EIA report. The consultant shall develop an emergency (environmental pollution and hazards) mitigation measures.

7- **Environmental Management Plan**

Part of the final EIA report shall include the preparation for a detailed management plan that cover the stages of the project and consist of the following two major parts.

1) **Mitigation Measures**

   Where the impacts are significant, mitigation measures shall be developed. Such measures could include design alterations, recommendation for construction operations and techniques, and/or ongoing management requirements. The analysis of the impacts shall be taken further into the study of the available mitigation strategies. Various mitigation measures shall be analyzed and then proposed based on practical implications.

2) **Environmental Monitoring and Management Framework**

   The final Environmental Impact assessment report shall include a Monitoring Plan, which shall be developed to ensure that the appropriate mitigation and control measures are taken into account during the project development. The plan shall be presented in tabular form for easy reference during the different phases of the project, and shall allow the easy identification and monitoring of mitigation measures to be undertaken.

   As part of the Management and Monitoring Plan, significant parameters which need to be monitored shall be identified and steps for their monitoring shall be developed. If necessary, specific technical requirements with which the project should be designed to comply. Such steps may include location of parameter measurement, frequency, equipment to be used, and reporting requirements. Furthermore, the environmental management (mitigation, monitoring, supervision, rehabilitation, compensation, etc.) responsibilities shall be discussed and overall management structure shall be proposed.

8- **Developing the EIA Report**

The final EIA reports shall respond to any comments from the stakeholders including the Ministry of Environment and UNDP to finalize the EIA and should be submitted in both Arabic and English. Two separate EIA reports shall be submitted. Furthermore, the final EIA reports should be in line with international best practices and the Iraqi’s instructions for EIA approvals for projects that could affect international heritage sites. As well as the Law for the Protection and Improvement of Environment No. 27, 2009. Additionally, the EIA shall be in line with the instruction of obtaining environmental permits for projects that could affect cultural heritage sites.
The consultancy will be for a period of 2 months. The assignment will be managed under the UNDP Project Manager and the overall EECC pillar head.

3. Scope of Work and Key Deliverables
Under the overall supervision of the Project Manager and UNDP EECC pillar head, the **National Environmental Impact Assessment (EIA) Expert** shall contribute to the provision of the following deliverables:

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<tr>
<th><strong>Scope of work</strong></th>
<th><strong>Key deliverables</strong></th>
<th><strong>Payment Percentage</strong></th>
<th><strong>Expected completion date</strong></th>
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<tr>
<td><strong>Inception Report</strong> which includes the plan for implementation of the consultancy: e.g. review of relevant policies, site visit schedule, meetings schedules, list of stakeholders to be consulted and schedule for stakeholder consultations etc.</td>
<td><strong>Inception Report</strong></td>
<td>20%</td>
<td>10 April</td>
</tr>
<tr>
<td><strong>Develop the draft EIA for the three selected sites that will be used for</strong></td>
<td><strong>Draft EIA</strong></td>
<td>40%</td>
<td>30 April 2022</td>
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</table>
| 1) Ecotourism site  
   a. Guest houses,  
   b. Market areas  
   c. Wildlife observation towers  
   d. Other necessary facilities | | | |
| 2) Off grid Solar energy water purification system | | | |
| 3) Wetlands for waste management | | | |
| **Revise the draft EIA based on comments from stakeholders including UNDP and the Ministry of Environment. A report on stakeholder consultations shall be included with the Final deliverables** | **Final EIA** | 40% | 15 May 2022 |

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 Project Manager, head of the pillar, and the UNDP oversight team.
The National Environmental Impact Assessment (EIA) Expert must be able and willing to collaborate and assist other team members.

5. Duration
The contract is effective from the date of signature by UNDP Iraq and the national consultant for over 2 months between 1 April 2022 – 31 May 2022.

REQUIRED COMPETENCIES, QUALIFICATIONS AND EXPERIENCE:
Qualifications, skills, and professional experience of the National Environmental Impact Assessment (EIA) Expert should include the following:

- Hold a bachelor’s degree in fields related to environmental science
- Minimum five (5) years of experience in developing EIAs required
- Experience of developing at least two EIAs, which are also approved by the client/government
- Demonstrated experience in applying UNESCO guidelines for EIA of heritage sites
- Previous work experience with governmental institutes is an asset
- Previous work experience with UN agencies is an asset
- Excellent oral and written command of the English and Arabic languages required
- Experience in the Iraqi marshlands is 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.

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS
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 70% of the total technical points would be considered for the Financial Evaluation.

**Technical Evaluation (70%)**

**Qualification, Experience and Technical Proposal (100 marks):**

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<td>Hold a bachelor’s degree in fields related to environmental science</td>
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<td>Minimum five (5) years of experience in developing EIAs</td>
</tr>
<tr>
<td>Developed two approved EIAs in Iraq</td>
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<tr>
<td>Experience in UNESCO guidelines for heritage sites is required</td>
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<tr>
<td>Previous work experience with governmental institutes</td>
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<tr>
<td>Previous work experience with UN agencies</td>
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<tr>
<td>Excellent oral and written command of the English and Arabic languages</td>
</tr>
<tr>
<td>Experience in the Iraqi marshlands</td>
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**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 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.
- Financial Proposal shall be submitted with a price proposal
  - 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).
o DSA/Living Allowance – The Consultant shall be separately paid the Living allowance/DSA as per applicable UNDP rate. Deductions from DSA shall be made as per applicable UNDP policy when accommodation and other facilities are provided by UNDP. An estimated provision in this regard shall be included in the contract. The consultant need not quote for DSA in Financial Proposal.

o 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.

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).

Please submit your offer through the consultancy advertisement notice posted in https://jobs.undp.org/cj_view_jobs.cfm
failure to submit offers through https://jobs.undp.org/cj_view_jobs.cfm will lead to rejection of your offer.
Should you have further clarification, kindly contact hoshang.abdallahman@undp.org

Please group them into one (1) single PDF document as the application system only allows to upload maximum one document.

**Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification
The short listed candidates may be contacted and the successful candidate will be notified.