



**REQUEST FOR PROPOSAL (RFP)**  
**Ref. RFP-158-22**

**(Services)**

United Nations Development Programme (UNDP)	DATE: May 8, 2022
	<b>REFERENCE: RFP-158-22- Assessment on Housing and Agriculture Sectors in Five Liberated Governorates of IRAQ</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Description of Requirements Sheet:

- Letter of Invitation
- Annex 1 - Description of Requirements
- Annex 2 - Terms of Reference
- Annex 3 - Form for Submitting Service Provider's Technical Proposal
- Annex 3b – Form for Submitting Financial Proposal
- Annex 4 – Proposal Submission Form

Please be guided by the forms attached hereto as **Annex 2, Annex 3 and Annex 4**, in preparing your Proposal.

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedures as set in this RFP and submit it by the deadline set out in the UNDP e-Tendering website.

<b>Pre-Proposal meeting</b>	<p><b>Will be Conducted</b></p> <p>Time: 10:30 AM Erbil time Zone</p> <p><b>Date:</b> 19 May 2022</p> <p><b>Venue:</b> Through Zoom App</p> <p>The UNDP focal point for the arrangement is: Mohammad Ashraf Baaser – Procurement Analyst</p> <p>E-mail: <a href="mailto:mohammad.ashraf.baaser@undp.org">mohammad.ashraf.baaser@undp.org</a></p> <p><b>Note:</b> Interested firms/companies are requested to send the name of the person at-least one day before the pre-proposal conference so that the zoom invitation can be shared with the requesting participants.</p> <p>No last minute's request will be entertained.</p>
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Bidders who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website: <http://etendering.partneragencies.org/>

In case your company not registered in the e-tendering system, you can register your company by visiting <http://etendering.partneragencies.org/> and to sign in with below username and password:

- Username: event.guest
- Password: why2change

It is highly recommended to acknowledge the receipt of this case by using "Accept Invitation". This will enable you to be updated and receive Tender amendments or updates. In case you require further clarifications regarding this case, please contact the case focal point (s) identified in the attached bid datasheet.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

**IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.**

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all of the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

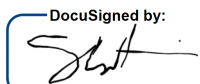
Your offer, comprising of documents stated in this RFP, should be submitted to UNDP Erbil, Iraq in accordance with the Annex 1 (Description of Requirements) through the **"UNDP ATLAS E-tendering system"**

(<https://etendering.partneragencies.org>)

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at [mohammad.ashraf.baaser@undp.org](mailto:mohammad.ashraf.baaser@undp.org) The subject of the email should be RFP-158-22- Assessment on Housing and Agriculture Sectors in Five Liberated Governorates of IRAQ

UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Approved by,

DocuSigned by:  
  
039D2E430DB34EA...

**Shadi Hussein**

Head of Procurement

May 8, 2022

**Annex 1- Description of Requirements**

Context of the Requirement	<p>The overall objective of the assignment is to conduct comprehensive needs assessment for the two targeted sectors of agriculture and housing to inform the challenges and opportunities for employment creation through both waged employment and business creation in each sector, while aligning with the Sustainable Livelihoods Approach (SLA) in the targeted governorates. Focus should be on districts having the largest numbers of IDPs and Returnees</p> <p><i>For more details, please refer to Terms of Reference Annex-2</i></p>
Implementing Partner of UNDP	Building Resilience through Employment Promotion (BREP)
Brief Description of the Required Services	Assessment on Housing and Agriculture Sectors in Five Liberated Governorates of IRAQ.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>- Conduct a desk review to determine high potential growth sub-sectors which offer insight into livelihood opportunities: employment and business growth in the targeted governorates</li> <li>- Conduct a socio-economic needs assessment to produce a comprehensive understanding of the sector profile, challenges, opportunities for employment and jobs creation, and how to involve unskilled people in these targeted sectors.</li> <li>- Conduct mapping of the demands of the labour market in the targeted sectors and identify promising sub-sectors/professions with potential growth for employment creation.</li> <li>- Incorporate, as available, existing relevant studies and reports.</li> <li>- Conduct mapping of ongoing activities in the targeted governorates in both sectors: who is doing what? This should include stakeholders' mapping</li> <li>- Identify key policy recommendations as per targeted sector for enhancing employment creation opportunities in the targeted sectors.</li> <li>- Conduct validation sessions for presenting the results to stakeholders, ensuring communities engaged are presented findings for comment (such as workshops or community meetings), as well as key government and collaborating groups. Incorporate comments and feedback into assessment and recommendations</li> </ul> <p><i>For more details, please refer to Terms of Reference Annex-2</i></p>
Person to Supervise the Work/Performance of the Service Provider	<p>UNDP focal point for Building Resilience through Employment Promotion (BREP) Project.</p> <p><i>For more details, please refer to Terms of Reference Annex-2</i></p>
Frequency of Reporting	<ul style="list-style-type: none"> <li>- An inception report, including a detailed methodology, updated Detailed Work Plan (which should be reviewed and updated periodically, in consultation with UNDP) to be approved periodically by UNDP</li> <li>- Potential respondent list/participants</li> <li>- Bi-weekly assessment details to allow UNDP participation if decided,</li> <li>- A Monthly Progress Report, which comprises of a Narrative (number of meetings, FGDs, KIIs, etc.) and Financial Report on the 5th day of each next month, during the period of the Agreement. The report to include activities, achievements, challenges, results, and lessons learnt. Upon submission of this Report, a Progress Review meeting might be held between UNDP and the bidder.</li> <li>- A first draft and final assessment report and Final Financial Report upon completion of activities.</li> </ul> <p><i>For more details, please refer to Terms of Reference Annex-2</i></p>
Progress Reporting Requirements	Please refer to Terms of Reference Annex-2
Location of work	Five liberated governorates of Iraq, namely (Anbar, Diyala, Sala-Al-din, Kirkuk and Ninewa)
Expected duration of work	<b>5 months equivalent to 20 weeks from contract signature ending by 31 December 2022.</b>
Target start date	1 August 2022 or earlier.
Latest completion date	31 December 2022.
Travels Expected	Please refer to Terms of Reference Annex-2
Special Security Requirements	N/A

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Terms of Reference Annex-2								
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required								
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required								
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	Please refer to Terms of Reference Annex-2								
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP focal point from Building Resilience through Employment Promotion (BREP) project, based in Erbil.								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order and Contract for Goods and Services for UNDP  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>								
Criteria for Contract Award	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively.  Technical Evaluation: <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Proposed methodology, approach, and implementation plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%  The minimum technical score required to pass the technical evaluation is 70%.  Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  The detailed evaluation criteria are mentioned in Section F of the TOR.								
Criteria for the Assessment of Proposal	<table border="1"> <thead> <tr> <th>Subject</th><th>Criteria</th></tr> </thead> <tbody> <tr> <td><b>ELIGIBILITY</b></td><td></td></tr> <tr> <td><b>Legal Status</b></td><td>Vendor is a legally registered entity.</td></tr> <tr> <td><b>Certificates and Licenses</b></td><td>-Certificate of Registration of the business; including Articles of incorporation, or equivalent document if Proposer is not a corporation.</td></tr> </tbody> </table>	Subject	Criteria	<b>ELIGIBILITY</b>		<b>Legal Status</b>	Vendor is a legally registered entity.	<b>Certificates and Licenses</b>	-Certificate of Registration of the business; including Articles of incorporation, or equivalent document if Proposer is not a corporation.
Subject	Criteria								
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<b>Legal Status</b>	Vendor is a legally registered entity.								
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		<p>- Official Letter of Appointment as local representative, if Proposer is submitting a proposal on behalf of an entity located outside the country.</p> <p><b>Note:</b> The companies/firms outside Iraq are required to take permission from the Government Authorities prior start of work in case they are awarded the contract.</p>
	<b>QUALIFICATION</b>	
	<b>Previous Experience</b>	<p>- Minimum of 2 similar contract of undertaking similar work in Iraq successfully completed over the last 7 years.</p> <p>- Minimum of one project should be equal or above US\$100,000 successfully completed during the last 7 years.</p> <p><i>For JV/Consortium/Association - all parties cumulatively should meet the requirement. The Lead party must meet the requirement of minimum 1 project similar in nature with minimum value of US\$100,000 or above</i></p> <p>- Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 07 (seven) years.</p>
	<b>Financial Standing</b>	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>Minimum Annual Turnover should be US\$130,000 in any single year for the last 3 years (2018-2019-2020). 2021 will be considered if the audit report is available.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder's financial standing.</p> <p>UNDP has the right to reject any proposal if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p> <p>Submit Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years (2018-2019-2020). The bidders having completed financial audited statement for 2021 should also submit the report which will be considered for evaluation.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider	
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>	
Annexes to this RFP	<input checked="" type="checkbox"/> Letter of Invitation <input checked="" type="checkbox"/> Annex 1 - Description of Requirements <input checked="" type="checkbox"/> Annex 2 - Terms of Reference <input checked="" type="checkbox"/> Annex 3 - Forms for Submitting Service Provider's Technical Proposal <input checked="" type="checkbox"/> Annex 3B -Financial Proposal Template (to be submitted separately by bidder) <input checked="" type="checkbox"/> Annex 4 - Proposal Submission Form	
Contact Person for Inquiries (Written inquiries only)	Focal Person in UNDP: Mohammad Ashraf Baaser Procurement Analyst E-mail address: <a href="mailto:mohammad.ashraf.baaser@undp.org">mohammad.ashraf.baaser@undp.org</a>	

	Any delay in UNDPs response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the proposers
Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	<p> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages,  <input checked="" type="checkbox"/> Valid Certificate of Registration of the business from Related government authority.  <input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2)  <input checked="" type="checkbox"/> Signed form for Submitting Service Provider’s Proposal (Annex 3)  <input checked="" type="checkbox"/> Financial Proposal (password protected), Annex 3B  <input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4)  <input checked="" type="checkbox"/> Copy of minimum of 2 similar contracts of undertaking similar services in Iraq successfully completed over the last 7 years. minimum of one project should be equal or above US\$100,000 successfully completed during the last 7 years.  For JV/Consortium/Association - all parties cumulatively should meet the requirement. The Lead party must meet the requirement of minimum 1 project similar in nature with minimum value of US US\$100,000 or above  <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 07 (seven) years.  <input checked="" type="checkbox"/> Submit Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past three years (2018-2019-2020). The Proposer having completed financial audited statement for 2021 should also submit the report which will be considered for evaluation.  Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  (For JV/Consortium/Association, all Parties cumulatively should meet requirement).  Minimum Annual Turnover should be US\$130,000 in any single year for the last 3 years (2018-2019-2020). 2021 will be considered if the audit report is available.  UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder’ financial standing.  UNDP has the right to reject any proposal if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.  <input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;  <input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR. </p>
Allowable Manner of Submitting Proposals	<p> <input checked="" type="checkbox"/> Online bidding in E-Tendering module only.    Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).  <b>PLEASE NOTE: -</b>  Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.  Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. </p>

<p>Conditions and Procedures for electronic submission and opening, if allowed</p>	<p>Online Bidding E-tendering Module.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: [<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> <b>Financial Proposal Password:</b>  <b>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</b></p> <p><b>The proposals submitted by email/post mail/hand shall not be accepted.</b></p> <p><b>While entering financial proposal in the e-tendering system, always mention your <u>price as USD 1</u>. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form. The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</b></p>
<p>Joint Venture, Consortium or Association</p>	<p>a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>f. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p>



	g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
Pre-Proposal meeting	<p><b>Will be Conducted</b></p> <p>Time: 10:30 AM Erbil time Zone</p> <p><b>Date:</b> 19 May 2022</p> <p><b>Venue:</b> Through Zoom App</p> <p>The UNDP focal point for the arrangement is:  Mohammad Ashraf Baaser – Procurement Analyst  E-mail: <a href="mailto:mohammad.ashraf.baaser@undp.org">mohammad.ashraf.baaser@undp.org</a></p> <p><b>Note:</b> Interested firms/companies are requested to send the name of the person at-least one day before the pre-proposal conference so that the zoom invitation can be shared with the requesting participants.</p> <p>No last minute's request will be entertained.</p>

## Annex 2 – Detailed Terms of Reference

### Terms of Reference (ToR)

#### Assessment on Housing and Agriculture Sectors in Five Liberated Governorates of IRAQ

##### A- Project Title

Building Resilience through Employment Promotion (BREP)

##### B- Description of the assignment

Iraq is in a precarious stage of its post-conflict recovery and development following decades of conflict, insecurity, and instability. While the government has embarked on a reform agenda in response to widespread popular protests since late 2019, progress has been hampered by the broader global economic downturn spurred by the COVID-19 pandemic. The Gross Domestic Product (GDP) contracted 16% in 2020 due to fluctuations in oil prices and difficult fiscal environment. GDP grew by 0.9% in the first quarter of 2021 due to lifting COVID-19 restrictions. Favorable oil market conditions have recently pushed Iraq fiscal balance into a surplus. However, high budget spent on wages/pensions and the subsidization of basic services keep limiting the ability of the government to stimulate the economy. As robust economic reforms remain to be enacted (including those brought on as a response to the protests, such as expanded public sector employment and social protection assistance), economic conditions are deteriorating most quickly and severely for vulnerable individuals including women and youth. Unemployment rate has increased to 13.74% in 2020 from 12.76% in 2019 (source: Central Statistical Organization Iraq-COSIT 2020) while in 2010 it was only 8.15%. According to Trading Economics global macro models, the unemployment rate in Iraq is expected to reach 9% in 2022.

Aligning with these past and future projections, it is clearly visible that the livelihoods opportunities have been insufficient even before the outbreak of COVID-19. The pandemic has exacerbated the situation. For instance, a marked decline was experienced in private and public sector employment with a simultaneous increase in daily labour. Wages of the daily laborer's have significantly been dropped in the market. Although casual workers had no fixed payments before the Covid-19 pandemic, they used to work for daily wages between IQD 25,000-35,000 in Baghdad and 35,000-40,000 IQD in Sulaymaniyah. In late June 2020, their daily wage was between 20,000-25,000 IQD in both provinces except for refugees, IDPs, and foreigners who tend to work for even less.

Returnees are reportedly struggling to meet basic needs; the cost of living is being exacerbated by fluctuations in the value of the Iraqi dinars and the COVID-19 measures limiting people's ability to work. According to IOM (2019-Integrated Location Assessment Part III), almost 71% of IDPs mentioned that a damaged and destroyed home was a main reason for non-return and 54% of IDPs stated that the lack of job opportunities in their area of origin as a main reason of not returning. Amongst all population groups, the most vulnerable are women, youth, persons with disabilities and IDPs. Even prior to Covid-19, Iraq's labour force participation rate was one of the lowest of the world, both for men (72 percent) and women (16 percent).

In Iraq's context, there are not many sectors where i) large number of jobs can be created immediately; ii) and could absorb a large segment of employment seekers that lack basic skills and work experience (such as IDPs, returnees, youth whose education or training being disrupted by the conflict). Oil generates up to 99% of Iraq's exports, makes 85% of government budget, contributes to 58% of GDP, but creates only 1% of total employment. This has produced a fragile economy with low resiliency to internal or external shocks that may implicate a decline in oil prices. Housing and Agriculture are one of the few sectors that fits both criteria. In 2020, agriculture contributed to 5.89% of Iraq GDP. In 2021, agriculture value added was contracted by 3.3% due to unusual low rainfall, the second lowest in 40 years. This has impacted the production of strategic crops (wheat and barley) at a national scale. Agriculture generates 20% of total employment and is largely concentrated in rural areas. The real potential of the sector is not yet exploited. Iraq imports 50% of its food needs. This points out to a strong potential for employment and income-generating capacity if the sector is properly targeted. However, lack of rehabilitation efforts is not creating an enabling ecosystem to stimulate agriculture production and income, particularly as post-war reconstruction in Iraq has mainly focused on urban settings rather than rural/agricultural areas. It also remains unclear how the agriculture sector will absorb the recurrent drought which is exacerbated by climate change.

As far as the Housing sector is concerned, recent reports suggest a housing crisis in Iraq that has been worsened by the COVID-19 pandemic, and an increase in population coupled with decrease in oil prices<sup>1</sup>. It is still too early to estimate the impact of the increased oil price on this matter. The government's plan to address the housing crisis is closely linked to the agriculture sector, particularly as land typically used for agriculture is being used to construct housing projects to accommodate an increasing population which is found to live in slums. For example, in 2018, 10-million square meters of agricultural land was leveled according to the Ministries of Agriculture and Justice<sup>2</sup>, of which according to a member of the Agriculture Ministry, no less than 50% of which was used to produce dates. As such, while the Housing sector does have substantial employability potential, the impact of the housing crisis and government plan to mitigate it needs to be strategically assessed as it relates to the agricultural sector. Further nuance must be considered when looking at employability of women, in cognizance of social barriers related to their employment in the Housing sector.

To address the challenging context, UNDP Iraq is implementing the 'Building Resilience through Employment (BREP)' project in five liberated governorates, namely Anbar, Diyala, Sala-Al-din, Kirkuk and Ninewa to create short term livelihood opportunities in the Housing, Agriculture and SME sectors following the SLA approach (Sustainable Livelihood Approach building / Human, social, physical, natural and financial capital).

To structure interventions in agricultural and housing sectors in an evidence and asset-based approach considering institutional capacities and growth potential, BREP is seeking the professional service of a technical service provider to conduct participatory and inclusive needs assessments in both sectors in the targeted 5 governorates.

### **C- Objectives of the assessment**

The overall objective of the assignment is to conduct comprehensive needs assessment for the two targeted sectors of agriculture and housing to inform the challenges and opportunities for employment creation through both waged employment and business creation in each sector, while aligning with the Sustainable Livelihoods Approach (SLA) in the targeted governorates. Focus should be on districts having the largest numbers of IDPs and Returnees<sup>3</sup>.

The specific objective of the assignment is three-fold a) to understand institutional, regulations, and enabling environment gaps in both sectors b) to explore the livelihood opportunities in both sectors through discussions with the implementing partners, policy makers, relevant government stakeholders, communities and document lessons learnt and c) to propose short, medium, and long term road map solutions following the SLA to support the most vulnerable households, including the households headed by women, elderly people as well as households with disabled members. Solutions need to consider climate smart options, nutrition sensitive scenarios, and the use of technology and digital transformation to upgrade both sectors

For inclusive programming and a clear set of assessment recommendations, the service provider should have in-depth knowledge and profound understanding of 1. Gender mainstreaming and human rights- based approach 2. Conflict-sensitive approach, and 3. Participatory community-based approach. As such, the assessment should be built along the following two key elements:

- Element 1: Contextual analysis of conditions, trends, shocks and assessment of policy setting that affect agricultural livelihoods and Housing Sector
  - Trends: population (growth), resources, national/international economic, governance, technological developments

<sup>1</sup> This is indicated by an AI-Monitor [article](#), as data on Iraq's housing can be found in Shelter assessments though data is more humanitarian-oriented rather than focusing on the Housing sector itself. Basem Khamis, professor of financial policy at the College of Administration and Economics at the University of Baghdad is quoted saying: "The housing sector will be affected if salaries are reduced, as employees will no longer apply for housing loans and the demand for housing will drop. The housing sector is directly linked to the construction sector, which is a key sector in the economy because it generates work for other major sectors. Any deterioration in the housing sector will mean lower levels of per capita income, which leads to a decrease in the speed of money circulation and thus an economic downturn. The economic catalyst is consumption, and any disruption to consumption will lead to strangling the local economy or the business cycle."

<sup>2</sup> Source is an [article](#) from 2018 in Arabic

<sup>3</sup> Check IOM reference <https://iraqdtm.iom.int/>

- Shocks: human health, natural, economic, conflict, weather, etc.
  - Seasonality: prices, production, health, employment
  - Livelihoods' assets: Human, natural, social, physical, and financial
  - Transforming structures and processes under both sector (institutions)
- **Element 2: Analysis of livelihood strategies related to Agriculture and Housing**  
**In combination of:**
    - Accumulation strategies: strategies that seek to increase/diversify income flows and stock of assets
    - Adaptive strategies: climate smart strategies that seek to mitigate risk through livelihood adjustments or income diversification
    - Coping strategies: strategies that seek to minimize the impact of livelihood shocks

Moreover, the key secondary objectives of the assessment per targeted sectors of agriculture and housing are:

1. Determine high potential growth sub-sectors/value chains which may provide high opportunities for livelihood development: employment and business growth,
2. Ensure a nuanced assessment of the two sectors, which considers the impact of climate change (drought, in particular) and gender sensitivity through the participation and perceptions of female workers.
3. Identify challenges and opportunities for the human, physical, financial, social and natural capital development such:
  - Understand the skills mismatch of training programs of the current labour market demand, and anticipate the skills needed for the future labour market
  - Identify technical and transferable skills in demand
  - Capacity building on new skills development needed for existing or new entrepreneurs.
  - Identify the needed infrastructure to advance the sector or sub-sector
  - Identify new business models to be explored and the necessary infrastructure
  - Access to finance through existing, new, and innovative financial models and others.
  - What are opportunities for associations, networking, cooperatives, research, use of alternative energy, unions of employers, collaborative joint effort for a new business model, common services and others.
  - Identify opportunities to integrate environmentally friendly solutions, such as considerations about land, water and energy use, into livelihood interventions and opportunities, including special attention towards mitigating the root causes and countering the negative effects of droughts and floods on vulnerable populations.

The assessment should not exceed **5 months equivalent to 20 weeks from contract signature ending by 31 December 2022.**

#### **D- Expected outputs**

This intervention will have one output, which is an Assessment of Iraq's Housing and Agriculture sectors. The objectives and expected outcomes of this initiative are centered around the support of IDPs, returnees' families, and host communities with sustainable livelihood assistance and to improve capacity of resettled communities to engage in agriculture and housing sectors through productive measures. This includes community collective-engagement and re-integration, value addition for local resources, employment generation, enhanced access to government services, and to make them take-part in the durable solutions for conflict-affected displacement. The assessment will thus identify and analyze the most appropriate intervention(s) on Agriculture and Housing to increase income opportunities (short, medium, long) given the livelihood context, assets, access to structures and processes which lead to adopting the sectoral livelihood strategies for BREP Project.

The following are indicative activities that the assessment will include:

- Conduct a desk review to determine high potential growth sub-sectors which offer insight into livelihood opportunities: employment and business growth in the targeted governorates

- Conduct a socio-economic needs assessment to produce a comprehensive understanding of the sector profile, challenges, opportunities for employment and jobs creation, and how to involve unskilled people in these targeted sectors.
- Conduct mapping of the demands of the labour market in the targeted sectors and identify promising sub-sectors/professions with potential growth for employment creation.
- Incorporate, as available, existing relevant studies and reports.
- Conduct mapping of ongoing activities in the targeted governorates in both sectors: who is doing what? This should include stakeholders' mapping
- Identify key policy recommendations as per targeted sector for enhancing employment creation opportunities in the targeted sectors.
- Conduct validation sessions for presenting the results to stakeholders, ensuring communities engaged are presented findings for comment (such as workshops or community meetings), as well as key government and collaborating groups. Incorporate comments and feedback into assessment and recommendations.

## **E- Governance and accountability**

### **1- Institutional arrangement**

This Project will be implemented under the Building Resilience through Employment Promotion (BREP I and II); the selected bidder should assign a focal point for overall coordination with, and regular reporting and coordination with UNDP focal point based in Erbil.

As part of the agreement:

UNDP will provide:

- Technical advisory support to the selected bidder
- Provide quality assurance and work with the selected bidder to find solutions to possible challenges/issues
- Undertake monitoring visits to target locations to assess the progress of implementation, ensure quality implementation of planned activities, etc.
- Undertake bi-weekly meeting with the selected bidder to discuss progress and preliminary outcomes
- Participate in technical review meeting and validation meetings for findings
- Approve tools/methods/reports developed by the organization upon signing the contract

The selected bidder will ensure:

- Availability of required technical and management expertise to implement the assessment, and ensure quality control systems
- Timely submission of tools/methods to allow timely delivery
- Timely completion of activities and reporting requirements as per the deliverables and payment schedule
- Timely communication of issues potentially affecting project implementation
- Project-relevant data and documentation, such as respondents' information, FGDs transcription, minutes of meetings, etc. and progress and final reports are properly managed, to protect privacy and in compliance with data protection principles
- Close coordination with stakeholders in target locations, working on livelihood programming to ensure data are captured, while avoiding overlaps
- Ensure properly the safety and security of staff working for the bidder under this project
- Ensure properly the safety and security of the beneficiaries participating in planned activities
- The bidder undertakes sole responsibility for taxes and any other charges of public nature, which are or may be assessed in future.
- Ensure projects activities take into consideration the COVID-19: Emergency Livelihoods Cluster Response (Technical Guidance, Key Messages, Tools & Resources).

## 2- Reporting and visibility

The selected organization will be required to submit:

- An inception report, including a detailed methodology, updated Detailed Work Plan (which should be reviewed and updated periodically, in consultation with UNDP) to be approved periodically by UNDP
- Potential respondent list/participants
- Bi-weekly assessment details to allow UNDP participation if decided,
- A Monthly Progress Report, which comprises of a Narrative (number of meetings, FGDs, KIIs, etc.) and Financial Report on the 5th day of each next month, during the period of the Agreement. The report to include activities, achievements, challenges, results, and lessons learnt. Upon submission of this Report, a Progress Review meeting might be held between UNDP and the bidder.
- A first draft and final assessment report and Final Financial Report upon completion of activities.

UNDP's visibility guidelines will apply to all relevant materials developed and published under this assessment, including:

- Pictures, videos, press releases
- Publication of assessments, studies, reports, success stories and case studies
- Any newsletters prepared by the bidder capturing the progress of the project activities
- Project signboard, banners, t-shirts, posters, wall stickers, and any other relevant visibility items
- Reporting Templates will be provided at the point of signing the Agreement, by UNDP

## F- Qualifications, selection criteria, and evaluation

### 1- Technical proposal (70%)

The submission package should include the following minimum supporting documents:

- A cover letter explaining why the applicant considers itself the most suitable candidate for the work.
- Organizational Profile, including description of management, operational and financial capacities.
- Description of previous experience in similar projects and at least 3 references from organization's project implementation history. Include a sample list (could be a report of similar assessment) of relevant past projects.
- CVs for the proposed Key Staff Positions (management and field), including references.
- Profile of any additional partners to be engaged in the project.
- Detailed technical proposal, covering Methodology (access to the field, sampling, conducting the assessment, representation, participation of actors, validation, etc.), Results Framework, Risk Management Plan, Monitoring Plan, Visibility Plan, etc.
- The technical proposal should provide a preliminary overview of the sampling frame for the survey, including the precise breakdowns, the quotas and the number of interviews to be conducted in each quota group/governorates, for representativeness purposes. It will also detail the precise method that shall be used to select respondents, with a view to reduce biases as much as possible, notably through randomization processes. It will also detail quality assurance procedures.
- Audit Reports for the past 3 years (2019, 2020 and 2021).

### 2- Financial proposal (30%)

The Financial Proposal must provide a detailed cost breakdown per each output activity as follow:

Key Tasks and/or Deliverables	# of deliverables
1. Inception report (including methodology, workplan, resource requirements and plan)	1
2. Conduct a desk review to determine high potential growth sub-sectors (under both sectors) which may insight for livelihood opportunities: employment and business growth	1
3. Conduct a socio-economic needs assessment to produce a comprehensive understanding of both sectors profile, challenges, opportunities for	2 (1/sector)

employment and jobs creation, how to involve unskilled people in these targeted sectors and governorates.	
4. Conduct mapping of the demands of the labour market in the targeted sectors and identify promising sub-sectors/professions with potential growth for employment creation.	2 (1/sector)
5. Identify key policy recommendations as per targeted sector for enhancing employment creation opportunities in the targeted sectors.	2 (1/sector)
6. Identify institutional gaps and capacity needs to address them	2 (1/sector)
7. Conduct mapping of ongoing activities in the targeted governorates in both sectors: who is doing what? This should include stakeholders' mapping	2 (1/sector)
8. Conduct validation sessions for presenting the results to stakeholders, ensuring communities engaged are presented findings for comment (workshops, community meetings, other), as well as key government and collaborating groups. Incorporate comments and feedback into assessment and recommendations.	4 (1/sector and 2 for Gov. Counterparts)
9. Present first draft and final report based on the validation outputs and UNDP comments	1

Remuneration of the successful bidder will be fixed, and bids should be submitted on this basis. No adjustment will be made for the period and determined by the specified outputs as per this ToR. The price should consider all HR costs, programme cost, professional fees, accommodation and DSA, travel costs and organization administrative or subsistence and ancillary expenses.

UNDP shall affect payments, by bank transfer to the RP's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Payments will be based on milestone deliverables upon submission of invoice and upon certification of the work completed.

The financial proposal shall specify a total delivery amount in USD (including workshop cost, fees, and all associated costs) i.e., travel cost, subsistence per diems, formatting cost, layout and print design, printing costs, online formatting and contents for web page and overhead recharges.

### 3- Eligibility

UNDP seeks to recruit a national or an international non-profit, non-governmental organization (NGO) or private firm, which meets the following criteria:

- Valid registration with the Federal Government of Iraq and the Kurdistan Regional Government of Iraq. Without these Registrations, the submission will not be deemed eligible.
- Physical presence in Iraq for at least 4 years.
- Minimum annual turnover of \$180,000USD for any single year during the last 3 years.

If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP prior to the start of the selection process.

### 4- Selection criteria

The applicant organization must have the following minimum expertise and experience:

- Proven knowledge and understanding of the humanitarian and recovery context and livelihoods issues in Iraq.
- Proven expertise and experience working on livelihoods in an emergency and recovery context, on job training and internship, and apprenticeship.
- Proven technical expertise and experience in the design, implementation, and management of evidence empirical research and strategy development.
- Proven overall organizational capability which has a direct impact upon the implementation of the Project (includes Management structure, Management arrangement including quality assurance processes for the scope of work in the ToR, Operational Capacity to arrange logistics, human resources, administration, and financial management capacities).
- A minimum of 4 years of active experience of undertaking similar work in Iraq, including a specific focus on agriculture and housing.
- A minimum of 2 similar research projects implemented by the applicant.
- Demonstrable experience coordinating with other livelihoods actors in Iraq (focus on 5 governorates) as well as local authorities and relevant stakeholders to facilitate the project implementation.
- Proven strong social capital and partnerships with local grassroots organizations, networks and movements (particularly those working on issues relevant to this TOR) in the target locations specified in this TOR, and the proven ability to create formal working relationships to collaboratively implement this project.
- Previous experience of managing projects funded by UN or international organizations.
- A strong track record on economic sector assessments and analyses and profiling of livelihoods needs
- A strong publication history of the team/team members in related fields. The proposal should include a list of publications by the team/respective team members of relevant research.
- Team lead should have at least 10 years of experience in the related research field, team members at least 5 years of experience.

#### **Key personnel**

- Project Manager – Team Leader (1 position)
- Research assistant – report writing and tools development (1 position)
- Field Coordinator (1 position)
- Focus group facilitator/Key informant interview facilitator (2 positions)
- Field enumerators (Minimum 4 positions)

All key staff positions are required to have the following competencies:

- Display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Treats all people fairly and with impartiality
- Good communication skills including the ability to write concise and analytical reports in English
- Ability to work under pressure and meet deadlines
- Flexible and responsive to changes and unexpected demands
- Ability to work with people from different backgrounds to deliver quality products within a short timeframe; and
- Client-oriented and open to feedback

If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP at the outset by the applicant organization.



<b>G- Deliverables and payment schedule</b>			
Key Tasks and/or Deliverables	# of deliverables	Target due date	Payment terms
1. Inception report (including methodology, workplan, resource requirements and plan)	1	6 weeks after contract signature	First tranche (20%)
2. Conduct a desk review to determine high potential growth sub-sectors (under both sectors) which may insight for livelihood opportunities: employment and business growth.	1		
3. Conduct a socio-economic needs assessment to produce a comprehensive understanding of the sectors profile, challenges, opportunities for employment and jobs creation, how to involve unskilled people in these targeted sectors and governorates.	2 (1/sector)	14 weeks after contract signature	Second tranche (35%)
4. Conduct mapping of the demands of the labour market in the targeted sectors and identify promising sub-sectors/professions with potential growth for employment creation.	2 (1/sector)		
5. Identify key policy recommendations as per targeted sector for enhancing employment creation opportunities in the targeted sectors.	2 (1/sector)		
6. Identify institutional gaps and capacity needs to address them	2 (1/sector)		
7. Conduct mapping of ongoing activities in the targeted governorates in both sectors: who is doing what? This should include stakeholders' mapping	2 (1/sector)	20 weeks after contract signature	Third tranche (45%)
8. Conduct validation sessions for presenting the results to stakeholders, ensuring communities engaged are presented findings for comment (workshops, community meetings, other), as well as key government and collaborating groups. Incorporate comments and feedback into assessment and recommendations.	4 (1/sector and 2 for Gov. Counterparts)		
9. Present first draft and final report based on the validation outputs and UNDP comments (hard and soft copies). This should incorporate all above tasks	1		

**Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**

To: Head of Procurement

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Preliminary requirement**

1. Company Profile, which should not exceed fifteen (15) pages,
2. Technical and Financial Proposal according to TOR (Annex 2)
3. Signed form for submitting service provider's proposal (this annex 3)
4. Signed Financial proposal protected by password (Annex 3B)
4. Signed and stamped forms Annex 3B and Annex 4
5. Valid Certificate of Registration of the business from relevant authority
6. Acceptance of UNDP GTC

**B. Qualifications of the Service Provider- 300 Points**

***The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:***

Section 1: Expertise of the Firm/Organization			Points Obtainable
1.1	<b>General Organizational Capability which is likely to affect implementation</b>		70
	The organization has appropriate policies on finance and procurement and human resources management. Finance and Procurement policy 20 points Human Resources policy 20 points	40	
	Minimum annual turnover of \$130,000USD for any single year during the last 3 years. Above 130,000 \$= 21 points; above 170,000 \$= 30 points	30	
1.2	<b>Quality assurance procedures:</b> The organization has systems and tools in place to systematically collect, analyze and use program monitoring data: Monitoring and Evaluation System in place 30 points. Risk log and mitigation measures 20 points Protection procedures including prevention of sexual harassment 20 points		70
1.3	<b>Relevance of:</b>		160
	Physical presence in Iraq for at least 4 years and operational presence in Iraq. 4 years = 28 points; above 4 years = 40	40	
	Proven experience in implementing projects related to needs assessment in the housing and agriculture sectors Minimum 2 projects = 28 points; above 2 projects = 40 points	40	
	Community presence and ability to reach the target audience Minimum 2 projects implemented in the targeted governorates = 28 points, above 2 projects = 40 points	40	
	The organization has established partnerships/collaboration/engagement with other local, national/international organizations, and governmental institutions.	40	
<b>Total Section 1</b>			<b>300</b>

**C. Proposed Methodology (Technical proposal) for the Completion of Services - 400 Points**

<b>Section 2: Proposed Methodology, Approach, and Implementation Plan</b>			<b>Points Obtainable</b>
2.1	<b>Context</b>		
	To what degree does the Proposer understand the overall tasks and objectives of the assessment?	50	50
	<b>Methodology</b>		200
2.2	To what degree does the Proposer's approach to delivery of the project meet the suggested activities and the requirements per activity?	50	
	To what degree does the Proposer Organization understand different methodologies for delivery of relevant project activities?	50	
	To what degree the proposed activities are demonstrating evidence base approaches for change and achievement of the assessment objectives	50	
	How much the activities align with human rights-based approach? Taking into consideration gender and people with special needs?	50	
	<b>Planning</b>		100
2.3	Is the scope of the task well defined and does it correspond to the TOR?	50	
	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	50	
2.4	Sustainability		50
	Reporting: has the proposal sufficiently explained how it supply reporting and progress to allow delivery on time?	50	
	<b>Total Section 2</b>		<b>400</b>

**D. Qualifications of Key Personnel - 300 Points**

<b>3. Management Structure and Key Personnel(s)</b>			<b>Points Obtainable</b>
3.1	<b>Project Manager – Team Leader (1 Position)</b>		100
	At least PHD degree in business administration, social work, development studies, or another related field Master = 35 points; PHD = 50 points	40	
	At least 10 years' experience in planning, management, and coordination of national level studies 10 years of experience = 25 points; above 10 years of experience = 35 points	30	
	Proven experience in implementing projects related to research in agriculture or housing Minimum 3 projects = 21 points; above 3 projects = 35 points	30	
3.2	<b>Research assistant – report writing and tools development (1 Position)</b>		50

	At least Master's degree in business administration, social work, development studies, or another related field Bachelor = 15 points; Master = 25 points	25	
	At least 5 years' experience in planning, management, and coordination of national level studies 5 years of experience = 15 points; above 5 years of experience =	25	
3.3	<b>Field Coordinator (1 position)</b>		50
	At least Bachelor's degree in social and or community work, business administration, economics, development studies, social sciences, other related field Bachelor = 15 points; Master and above = 25 points	25	
	5 years' experience in engaging with empirical research work 5 years of experience = 15 points; above 5 years of experience = 25 points	25	
3.4	<b>Focus group facilitator/Key informant interview facilitator (2 positions)</b>		50
	At least Master's degree in business administration, economics, development studies, social sciences, another related field Bachelor = 15 points; Master and above = 25 points	25	
	Proven experience in conducting empirical research work with FGDs and KIIs Minimum 3 projects = 15 points; above 3 projects = 25 points	25	
3.5	<b>Field enumerators (Minimum 4 positions)</b>		50
	At least Bachelor's degree in social and or law, business administration, economics, development studies, social sciences, another related field	25	
	3 years' experience in data collection 3 years of experience = 15 points; above 5 years of experience = 25 points	25	
<b>Total Section 3</b>			<b>300</b>

**Annex 3B: Financial Proposal Template (to be password protected and attached as separate document)****1. Cost Breakdown per Deliverable\***

The proposers are requested to provide cost breakdown per deliverables as clearly specified in the Terms of Reference (TOR) of this RFP. Amounts mentioned in this table will be considered final offer by the proposers.

*\*This shall be the basis of the payment tranches*

SN	Deliverables (Refer to TOR for full description)	# Of deliverables	Payment terms	Total Amount US\$ (Lump Sum, All Inclusive)
1	Inception report (including methodology, workplan, resource requirements and plan)	1	First tranche (20%)	
2	Conduct a desk review to determine high potential growth sub-sectors (under both sectors) which may insight for livelihood opportunities: employment and business growth.	1		
3	Conduct a socio-economic needs assessment to produce a comprehensive understanding of the sectors profile, challenges, opportunities for employment and jobs creation, how to involve unskilled people in these targeted sectors and governorates.	2 (1/sector)	Second tranche (35%)	
4	Conduct mapping of the demands of the labour market in the targeted sectors and identify promising sub-sectors/professions with potential growth for employment creation.	2 (1/sector)		
5	Identify key policy recommendations as per targeted sector for enhancing employment creation opportunities in the targeted sectors.	2 (1/sector)		
6	Identify institutional gaps and capacity needs to address them	2 (1/sector)		
7	Conduct mapping of ongoing activities in the targeted governorates in both sectors: who is doing what? This should include stakeholders' mapping	2 (1/sector)	Third tranche (45%)	
8	Conduct validation sessions for presenting the results to stakeholders, ensuring communities engaged are presented findings for comment (workshops, community meetings, other), as well as key government and collaborating groups. Incorporate comments and feedback into assessment and recommendations.	4 (1/sector and 2 for Gov. Counterparts)		
9	Present first draft and final report based on the validation outputs and UNDP comments (hard and soft copies). This should incorporate all above tasks	1		
<b>Total</b>				<b>US\$</b>

## 2. Cost Breakdown by Cost Component

The Proposers are requested to provide the cost breakdown for the above given prices based on the following formats. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

**Currency of the proposal:** [Insert Currency]

### A- Cost Breakdown by cost component

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

Position	Name	Monthly Rate US\$	Duration (5 months) = (20) weeks	Total Amount US\$
		A	B	C=A*B
Project Manager – Team Leader (1 position)				
Research assistant – report writing and tools development (1 position)				
Field Coordinator (1 position)				
Focus group facilitator/Key informant interview facilitator (2 positions)				
Field enumerators (Minimum 4 positions)				
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price US\$	Total Amount US\$
<b>Subtotal Other Costs:</b>				

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

#### Annex 4: Proposal Submission Form

To: Head of Procurement, UNDP Erbil, Iraq

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *90 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

[please mark this letter with your corporate seal, if available]