



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE/SCOPE OF WORK

Title of Individual Consultant: National Consultant

Assignment: Implementation and Development of Sustainable Development Goal 16 Report towards the 2030 Agenda

Duration of assignment: 30 Working Days

Duty station: Remotely & On site

Estimated Start Date: 1st July 2022

Language Required: English & Arabic

BACKGROUND

Iraq is facing various institutional, economic, social, and environmental challenges that what the National Development Plan (2018-2022) of Iraq acknowledged about. Which requires effective integration (horizontal and vertical), and coordination which cannot be addressed through a business as usual approach. The various social, economic, political, and environmental challenges that Iraq faced and their intense effects on human development make the 2030 agenda for sustainable development highly relevant for the country. Iraqi government has adopted and embarked on the implementation of the 2030 Agenda and the SDGs after their awareness of the economic, social, institutional, and environmental challenges.

Iraq adopted the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs) in 2015. The Government has made major efforts towards integrating the SDGs in the National Development Plan (2018-2022). Furthermore, the government has put in place structures to facilitate the implementation of SDGs. A National Committee on Sustainable Development (NCSO) chaired by the Minister of Planning, monitors progress on the SDGs and prepares national reports on this progress, and submits such reports to the high-level follow-up group for their consideration and guidance. There is a number of specialized technical inter-ministerial committees that are supporting the NCSO including in SDGs' thematic areas.

UNDP-Iraq has been supporting the Government of Iraq on the implementation and monitoring of the SDGs targets and indicators at both national and sub-national levels. This initiative comes at a particular junction where the National Development Plan (NDP 2018-2022) of Iraq acknowledges that Iraq is faced with various institutional, economic, social, and environmental challenges, which cannot be addressed

through a business-as-usual approach and demands effective integration (horizontal as well as vertical) and coordination. Thus, the Government of Iraq, with support from multiple development partners, has engaged in developing new strategies and plans to meet the challenges of transitioning from a crisis context to a sustainable development context. The NDP (2018-2022) and the Poverty Reduction Strategy (PRS) have been significantly aligned with the SDGs targets and indicators with the support of UNDP-Iraq and other UN Agencies – as a national framework for the SDGs. The Government has also engaged in developing the Iraqi Vision 2030 that identifies and addresses medium and long-term strategic development priorities and goals. The Government has also submitted two of the country's Voluntary National Reviews (VNRs) to the High-Level Political Forum (HLPF) in 2019 and 2021. Other than that, there are piloted sub-national SDGs reports prepared and developed to highlight different challenges and opportunities based on the local context and resources.

In such context, and as a part of the UNDP's SDGs project, this assignment aims to prepare and develop the SDG16 report that highlights to promote peaceful and inclusive societies in order to achieve sustainable development, provide access to justice for all, and build effective, accountable, and inclusive institutions at all levels according to the 2030 Agenda.

S/he must demonstrate or has lengthy experience and knowledge as a SDG specialist within the context of reporting (preferably in the Arab States). Thus, the preparation of SDG16 report will contribute towards having a better understanding of the progress being already made and the needs for the next years. The international consultant will be a pen holder and leading the work cooperatively with the Ministry of Planning and UNDP's SDGs Team to develop the report.

OBJECTIVE:

The essential objective of the consultancy service is to provide robust writing up the SDG16 report based on the country's progress toward the 2030 Agenda, and within SDG16 targets and indicators. Also, possibly drawing on good countries (preferably in the Arab States) practices in preparing the SDG16 report. Where the SDG16 is an engine for progress.

The national consultant will take the lead and in addition to acting as a pen holder, in conjunction with the SDGs Project Manager at UNDP-IRAQ, Senior Management and relevant experts from the Iraqi Ministry of Planning, and other line ministries, in undertaking this assignment. In doing so, the formulated the SDG16 report will provide an insight picture about the progress/contribution being already made and the needs for the next years toward 2030.

ASSIGNMENT CONTEXT & SCOPE OF WORK:

The national consultant during implementing the assignment is required to employ a collaborative approach in ensuring that inputs are obtained from the Senior Management at the Ministry of Planning, and integrated throughout the drafting and planning process, in consultation with the SDGs Team at UNDP-Iraq. Also, she\he should know that the SDG 16 is an engine for progress and an enabling tool for all other Goals.

The Consultant will develop, in consultation with key stakeholders including the Ministry of Planning and UNDP-Iraq, the SDGs 16 report based upon the context of the national SDGs.

The focus areas of the consultancy will include but are not limited to the following:

Lessons on SDG 16 interlinkages with other SDGs, including research on the role of SDG 16 in accelerating progress on other parts of the 2030 Agenda. Also, applying SDG 16 principles to promote stakeholder engagement at national levels in different development processes.

Key duties and responsibilities will include, but are not limited to:

The consultant will specifically do the following:

- Support the launch of the report on SDG 16 interlinkages with poverty and inequality.
- Provide expertise and technical leadership to meet key deliverables and support workplan formulation and report implementation.
- Hold meetings and discussions with agencies whose work is related to the SDG16
- Facilitate workshop(s) for inputs and feedback into the development of the National SDGs report.
- Engage with relevant reports and other partners on learning on SDG16.
- Write the report should identify the specific SDG16, and on which it can have the most impact.
- Undertake duty responsibilities as required to support programme implementation and other related activities.

5. DELIVERABLES AND PAYMENT SCHEDULE

Deliverables:

The key milestones/deliverables and the timelines of the planned activities to be accomplished by the consultant from July 1st, 2022, to December 20th, 2022, are tabulated below.

The total number of expected working days during this period is 30 days

Key Deliverables	Tentative Completion Date	Payment Percentage
Development of a methodological approach to be used, including the development roadmap as a part of the preparation process of the SDG16 report	July 15, 2022	

Organize and facilitate a consultation session with encounter partners on the methodological approach to be used, including development roadmap for the SDG16 Report	August 1, 2022	33%
Formulating and submitting the outline of the report with a brief description under each section	August 20, 2022	
Development and submission of the first draft SDG16 Report	October 20, 2022	34%
Facilitate sub-national wide validation sessions on the drafted SDG16 report	November 1, 2022	
Facilitate capacity strengthening workshop for encounter partners highlighting lessons learned and opportunities	December 1, 2022	33%
Submitting the final version of the report and PowerPoint presentation to the National level endorsement of outcomes.	December 20, 2022	

INSTITUTIONAL ARRANGEMENTS/REPORTING LINES

The Consultant will report directly to the SDGs Project Manager at the UNDP country office throughout the assignment period, in delivering the above-mentioned deliverables as per an agreed work plan

I. Academic Qualifications:

Advanced university degree in international studies and developments, social science, development studies, political sciences, and other related fields.

II. Years of experience:

- At least 5 years of experience working on the SDGs reporting - including developing, planning, and undertaking high-level writing up in this area.
- Has specific knowledge and experience working in the SDGs.
- Has experience of working with UN or governments on developing strategies and case studies related to SDGs.
- Previous working experience in developing SDGs reports at national and sub-national levels, national and strategic planning

- Experience in managing multi-stakeholder engagement, coordination with ministries, UN and International agencies, economic sector, private and public sectors, and stakeholders

III. Language:

Excellent written and spoken in English, and Arabic is a plus.

Competencies:

IV. Competencies:

Functional Competencies:

- Knowledge of and extensive experience with working in the focus area of SDGs and reporting.
- Proven competency in the production of analytical reports in quantitative and qualitative research methods is required.
- Excellent knowledge of the UN system and its work in the area of sustainable development, SDGs reporting development, and the intergovernmental processes related to the 2030 Agenda.
- Excellent analytical and writing skills.
- Excellent communication skills.
- Results-driven, ability to work under pressure and to meet required deadlines.
- Good understanding and practice of capacity development.
- Cultural sensitivity.
- Diplomatic skills.

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Ability to work with a multi-cultural and diverse team.

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). **(N/A)**
- **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. **(N/A)**
- **Accommodation in Iraq**- The Consultants are NOT allowed to stay in a place of their choice other than the UNDSS approved places in Iraq. UNDP will provide accommodation to the Consultant for the duration of the stay in Iraq in UNDSS approved places. Deductions in this regard shall be made from DSA payment as per applicable UNDP Policy. **(N/A)**

- **Travel & Visa** – The contractor shall propose an estimated lump-sum for two round-trip Airfare tickets, home-Iraq-home travel (economy most direct route) and Iraq visa expenses. **(N/A)**
- **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):

Criteria	Score
• Technical expertise in the subject area of the assignment	15
• Imagination	14
• Initiative	14
• Interpersonal skills	14
• Quality of the reports submitted	15
• Timeliness of reports submitted	14
• Linguistic skills	14
TOTAL	100

Financial Evaluation (30%):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = 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.