REQUEST FOR PROPOSAL (RFP)

Re-advertisement GIS & AutoCAD Software and Urban planning Training.	**DATE: June 30, 2022**
	REFERENCE: RFP-62-22

Dear Sir / Madam:

We kindly request you to submit your Proposal for **GIS & AutoCAD Software and Urban planning Training**. Please be guided by the form 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.

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.

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 indicated by UNDP in the E-tendering system. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Documents uploaded in the system as part of your proposal must be free of any form of virus or corrupted contents, or the proposal shall be rejected.

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

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 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Enkhmandakh Ishdorj
Procurement Specialist
Service Center

Annex 1

Description of Requirements

Context of the Requirement	The main goal is to get a technical and financial proposal from an experienced capacity building service provider to conduct GIS & AutoCAD software and Urban Planning training courses. The program is intended to improve the capacity of government personnel in various directorates of Kirkuk Province. The key target groups are official employees who work on infrastructure projects in Kirkuk governorate, including water, power, municipalities, roads and bridges, and agriculture directories.
Implementing Partner of UNDP	NA
Brief Description of the Required Services[1]	(As indicated in the ToR attached as Annex 4)
List and Description of Expected Outputs to be Delivered	The Service provider shall submit the following items: 1. A database (Live Google sheet) to maintain participants' information as follows: participants' full name, their Directorates, Phone numbers, Email addresses and Genders. 2. A course book (Booklet) which includes comprehensive training materials regarding the training course, course objectives, and expected learning outcomes based on the training set in **Annex A**. In addition, a Soft copy of the Data related to the training course materials (Saved in a USB stick memory) should be handed over with the booklet to every single participant, so that they can practice the lectures at home and in the future. 3. A comprehensive final report for each Training Course is required, which includes: ● Course summary, ● List of participants, major discussions during the courses, observations, recommendations. ● Trainee's Feedback. 4. UNDP will review and approve the final report for each Training Course. ● The training company or individuals submits all reports to UNDP/ TTEs in English. ● The Training Courses including lectures and materials shall be delivered in Arabic and/or English.
Person to Supervise the Work/Performance of the Service Provider	Technical Training Expert of the UNDP Iraq Office
Frequency of Reporting	A comprehensive final report for each Training Course is required, all reports to be submitted in English language

Progress Reporting Requirements	As per TOR				
Location of work	**No**	**Locations**	**Latitude**	**Longitude**	
	1	Plaza Hotel	35.458647°	44.382168°	
	2	Alton Saray Hotel	35.443193°	44.366282°	
Expected duration of work	(As indicated in the ToR attached as Annex 4)				
Target start date	ASAP				
Latest completion date	(As indicated in the ToR attached as Annex 4)				
Travels Expected	(As indicated in the ToR attached as Annex 4)				
Special Security Requirements	(As indicated in the ToR attached as Annex 4)				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The UNDP is responsible for organizing: o The venue (location of training courses) o The logistics and corresponding equipment including a Data show, screen, whiteboard or flipchart. o Coffee break and lunch o Stationeries				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required				
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required, CVs of key staff will be engaged in contract implementation and who meet the qualifications and experiences should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff and be signed by the individuals. A service provider is requested to name the potential lecturers for the respective area specified in the proposal with CVs. Only accepted lectures by UNDP will be finally included in the call of contract.				
Currency of Proposal	☒ United States Dollars				
Value Added Tax on Price Proposal[2]	☐ must be inclusive of VAT and other applicable indirect taxes ☒ must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals *(Counting for the last day of*	☒ 90 days				

submission of quotes)	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 Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	☒ Not permitted

Payment Terms[3]

Outputs	Percentage	Timing	Condition for Payment Release
Deliverable 1: ArcGIS Desktop software (92 participants)	50%	Upon substantial completion of training Deliverable 1 (92 participants)	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Deliverable 2: AutoCAD software (50 participants) Deliverable 3: Urban planning (22 participants)	50%	Upon substantial completion of training deliverables 2 & 3 (72 participants)	

Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Technical Training Expert of the UNDP Iraq Office
Type of Contract to be Signed	☒Face Sheet Contract http://www.undp.org/content/undp/en/home/procurement/business/how- we-buy.html
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution); ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	**Technical Proposal (70%)** ☒ Expertise of the Firm 30% ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% ☒ Management Structure and Qualification of Key Personnel 30%

UNDP will award the contract to:	☒ One and only one Service Provider
Document to be submitted	☒ Duly filled in Form as provided in Annex 2; ☒ Complete Technical offer as per Annex 2b (Mandatory); Complete Financial Offer (Password protected) Mandatory as per Annex 3.
Contract General Terms and Conditions[4]	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[5]	☒ Detailed technical evaluation criteria (Annex 1) ☒ Form for Submission of Proposal (Annex 2a) ☒Form for Submitting Service Provider's Complete Technical Proposal (2b) ☒ Form for submission of Price Offer (Annex 3) ☒ Detailed TOR (Annex 4)

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[4] *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*

Contact Person for Inquiries (Written inquiries only)[6]	*Dlovan Zeyad Mohammed* *Procurement Assistant* *Dlovan.zeyad@undp.org* Any delay in UNDP's 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.
Joint Venture, Consorcium or Association	If the Bidder is a group of legal entities that form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they must confirm in their Bid that : (i) they have designated a party to act as the lead entity, duly vested with the authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly authenticated Agreement between the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract will be entered into, by and between UNDP and the designated lead entity, which will act in the name and on behalf of all the member entities comprising the joint venture. After the Proposal Submission Deadline, the lead entity identified to represent the joint venture, consortium or association shall not be changed without the prior written consent of UNDP. The lead entity and the member entities of the JV, Consortium or Association will comply with the provisions of Clause 9 herein with respect to the submission of only one proposal. The description of the organization of the JV, consortium or association shall clearly define the expected role of each of the JV entities in the realization of the RFP requirements, both in the Proposal and in the JV, consortium or association agreement. All entities comprising the JV, Consortium or Association shall be subject to eligibility and qualification assessment by UNDP. A JV, Consortium or Association in presenting its background and experience must clearly differentiate between: (a) those that have been undertaken jointly by the JV, Consortium or Association; and (b) those that have been undertaken by the individual entities of the JV, Consortium or Association. Previous contracts completed by individual experts working privately, but who are permanently or have been temporarily associated with any of the member firms, cannot be claimed as the expertise of the JV, Consortium or Association or its members, but should only be claimed by the individual experts themselves in their submission of their individual credentials. JV, Consortium or Associations are encouraged for high-value, multi-sector requirements when the spectrum of skills and resources needed may not be available within a company

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Annex I
Detailed technical evaluation criteria

Summary of Technical Proposal Evaluation Forms	Points Obtainable
1. Bidder's qualification, capacity and experience	300
2. Proposed Methodology, Approach and Implementation Plan	400
3. Management Structure and Key Personnel	300
Total	**1000**

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing - General Organizational Capability which is likely to affect implementation: management structure, financial stability - Organizational previous Clients List - Size of the firm (Small 20 points, Medium 30 points, Large 50 points).	50 50
	- Operational capacity in conducting similar training programme/ projects - Financial stability and Project financing capacity (50 points max) (Each financial statement carries 10 points) (Provide Audited financial statement for the last five years) - Minimum of two similar training programme successfully completed with National/Mutli-National organizations, international NGOs or international private companies.	50 50 50
	- The service provider has at least 5 years' experience in working with international organizations, bilateral donors, financial institutions, international companies or government entities, preferably in the context of a developing/ post-conflict country. - Quality Assurance procedures and risk mitigation measures (submit risk plan with mitigation strategies)	25 25
	Total Section 1	**300**

	Section 2. Proposed Methodology, Approach and Implementation Plan	Points obtainable
2.1	To what degree does the Proposer understand the task?	50
2.2	Is the scope of task well defined and does it correspond to the TOR? Have the important aspects of the task been addressed in sufficient detail?	100
2.3	Are the different components of the project adequately weighted relative to one another?	50
2.4	Is the conceptual framework adopted appropriate for the task?	50
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
	Total Section 2	400

Section 3. Management Structure and Key Personnel	Points obtainable
(The below are proposed team structure, service provider may propose other structure based on actual need, and existing expertise): **300 Points**	
	Qualifications of key personnel proposed	
3.1	**AutoCAD Trainer:** • Minimum 7 years' experience in the construction industry, preferably in infrastructure design.	25
3.2	Engineering Academic Degree in Civil, Construction, Surveying, water resources or any related field	25
3.3	Experienced as a trainer in developing materials and delivering training & have the right to grant an Autodesk (AutoCAD) certificate to all successful participants in the training course.	25
3.4	Fluency in the Arabic language both written and oral, and working knowledge in the English language	25
	Total Section 3	**100**

Section 3. Management Structure and Key Personnel	Points obtainable
	Qualifications of key personnel proposed	
3.5	• **GIS Trainer should have:** Minimum 7 years' experience in GIS industry within international organizations or governorate directorates.	25
3.6	An Academic degree in Engineering preferably, Geomatics, Surveying, Geography, Civil, water resources, Information Technology, or any related field.	25
3.7	Extensive experience with ESRI software Package including ArcGIS Desktop versions and higher & have an experience in delivering GIS training materials in appropriate manner and in interactive way	25
3.8	Fluency in the Arabic language both written and oral, and working knowledge in the English language	25
	Total Section 3	**100**

	Section 3. Management Structure and Key Personnel	Points obtainable
	Qualifications of key personnel proposed	
3.9	• **Urban Planning Trainer** should have: Minimum 7 years experience in Urban Planning filed within international organizations or governorate directorates & Extensive experience with GIS software for urban planning modelling	25
3.10	PhD or MSc Academic Degree preferably, Urban, Civil, architecture or any related field	25

3.11	An experience in delivering Urban Planning training materials in appropriate manner and in interactive way & has the right to grant certificate to all successful participants in the training course.	25
3.12	Fluency in the Arabic language both written and oral, and working knowledge in the English language.	25
	Total Section 3	**100**

Proposal Submission Form

To: Procurement Unit, UNDP 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]

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[7]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[8])

[insert: *Location*].
[insert: *Date*]

To: [*insert: Name and Address of UNDP focal point*]

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.   Qualifications of the Service Provider

> *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 :*
>
> *a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
> *b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
> *c) Latest Audited Financial Statement for the last 5 years 2016-2017-2018-2019-2020 and 2021 if available – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
> *d) Track Record for last 5 years – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
> *e) Provide details of General organizational capability which is likely to affect implementation:*
>   *- management structure (provide a brief description of the Organization's Management and decision-making structure, and how the project will be managed)*
>   *- operational capacity (field offices, equipment, software, technical data bases, etc.) and*
> *financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).*
> *f)   Written Self-Declaration that the company is not in the UNSecurity Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B.   Proposed Methodology for the Completion of Services

The Service Provider must describe:

a)   Relevance of specialized knowledge and experience on similar engagements done in the region/country.

b)   how it will address/deliver the demands of the RFP; providing a detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, including description of activities, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered. Ensure relevant gender and environmental analysis as required for the work defined in the Terms of Reference is included.

c)   Description of proposed performance monitoring and evaluation mechanisms ensuring quality reporting; how they shall be adopted and used for a specific requirement.

d)   Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

e)   technical and quality assurance mechanisms that will be put in place,

f)   Indicate the possible risks in relation to project implementation and suggested countermeasures for mitigation,

For details of requirement, kindly refer to the TOR.

C.   Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

a) Names and qualifications of the key personnel that will perform the services indicating who is Team

Leader, who are supporting, etc.;

b) *CVs demonstrating qualifications, educational background and experience, including English and other language skills as required in the TOR; and*
c) *; and*
d) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

Financial Proposal
(Must be password protected)

We, the undersigned, offer to provide the services for **….** in accordance with your Request for Proposal No. **RFP-062/22 (re-advertised)** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Breakdown of Financial proposal

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1: ArcGIS Desktop software (92 participants)		
2	Deliverable 2: AutoCAD software (50 participants)		
3	Deliverable 3: Urban planning (22 participants)		
	Total	100%	

This shall be the basis of the payment tranches

Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1.1 AutoCAD Trainer		5 Days (5 hours per day)		
1.2 GIS Trainer		5 Days (5 hours per day)		
1.3 Urban Planning Trainer		5 Days (5 hours per day)		
1.4 Any other support staff (if applicable)				
II. Out of Pocket Expenses				
2.1 Cost of Venue including Food/Stationery and Reproduction				
2.2 Any Other Costs (please specify)				

Note: The firms/company must maintain the same Financial proposal format.

Name:

Title:

Email:

Date:

Signature: _____

[*Stamp with official company name*]

Terms of Reference (ToR)
GIS & AutoCAD Software and Urban planning Training Package

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1 - Background

UNDP, in partnership with the Government of Iraq and the Global Coalition to Defeat ISIL, established the Funding Facility for Immediate Stabilization (FFIS) to quickly implement activities to stabilize newly liberated areas of Iraq in June 2015. FFIS is governed by a Steering Committee co-chaired by the Prime Minister's Office and the DSRSG/RC. The Funding Facility supports four sets of activities, each with a dedicated window. All activities support the needs identified by local authorities (Governors' offices, line departments, mayors), based on priorities identified at the local level through consultations. The Provincial Command Cells endorse the activities.

A. Window One: Public works and light infrastructure rehabilitation.
B. Window Two: Livelihoods support that jumpstart local economy and generate income for households, particularly families returning to their homes.
C. Window Three: Capacity support for local governments, boosting their immediate response capacity to cope with the challenges arising during stabilization.
D. Window Four: Community reconciliation initiatives that help local leaders and community groups promote social cohesion and dialogue.

UNDP/FFS has rehabilitated hundreds of millions of dollars' worth of public infrastructure, in close collaboration with the Kirkuk line directorates, including complicated works like hospitals, water treatment plants, and electrical substations. Under Window 3, to ensure the proper use and maintenance of these facilities, FFS intends to organize two 'sets' of technical training for the relevant Kirkuk line directorates:

1. General technical engineering training, including BoQ writing, drafting tender documents, designing structural, electrical, and mechanical elements, planning and managing maintenance works, on-site construction management, health and safety on-site, environmental management, use of IT, etc. This training will be given to all staff.
2. Specialized technical training for the operation and maintenance of specific equipment and systems such as water pumps, power transformers, hospital medical equipment, etc. This training will be for specialized directorate staff.

2 - Objective

The main goal is to get a technical and financial proposal from an experienced capacity building service provider to conduct GIS & AutoCAD software and Urban Planning training courses. The program is intended to improve the capacity of government personnel in various directorates of Kirkuk Province. The key target groups are official employees who work on infrastructure projects in Kirkuk governorate, including water, power, municipalities, roads and bridges, and agriculture directories.

Annex A contains the training Program package with a specific curriculum, objectives and expected learning outcomes for each training course in the package.

3- Scope Of Service

a) The Service Provider must ensure tight collaboration with UNDP prior to conduct the program.

b) The concept of the Training Course, detailed schedule and deliverables shall be agreed upon in advance. The detailed Training course schedule will be discussed between the service provider and UNDP prior to the call of the contract.

c) The training location is distributed within Kirkuk governorate; the service providers are required to conduct the training in the agreed location.

d) The service provider must contact all participants and advise on the location, date, and time of the training session In order to ensure their availability. The UNDP Technical Training Experts (TTE's) will supply the service provider with a list of participants, including their contact numbers and work descriptions.

e) The service provider must contact all participants in advance to make sure the participants bring their own laptops. If not, the service provider must provide the participants with laptops and software (during the course) on loan and return it to the service provider after completion the training program.

f) The service provider shall provide the required software throughout the training course and support participants in the software installation procedure.

g) The Training program shall be delivered in Arabic or/ and English language for the purpose of the lectures and materials.

h) The training program materials shall be subject to the agreed format with UNDP.

i) The service provider must evaluate the participants prior to start of the training course and at the end of the course as well through pre-test and post-test

j) The lecturer is required to adjust the training course based on the level of trainees.

k) Training program shall be conducted in an interactive way, bringing real-life examples.

l) Training should be dynamic and hands-on practice, with a focus on participation and interaction. The service provider shall provide the participants with Pre-assignment, exercises, and group projects to help participants to follow up and practice more.

m) The training of the whole package should be illustrated through real example projects and videos.

n) The Trainer should allocate half an hour to review the topics covered in the previous day

o) The service provider must be presented at targeted location by 8 am and start giving the lectures by 9 am and finish by 3 pm

p) The participants are government employees who work on the infrastructure projects implemented in areas liberated from ISIS. Updated and detailed information will be provided to the service provider upon their request.

q) For the training program mentioned below, the number of participants could change from 10% to 20 %

r) The service provider must allocate two persons for the following duties:

- Preparing an attendance list for recording the participants along with their signatures on daily basis
- Contact the directorates' focal points and participants in advance to advice on the course name, time, location and any other important information related to the program.
- Sending daily and weekly reports to the UNDP.

4- *Expected Deliverables*

The Service provider shall submit the following items:

1. A database (Live Google sheet) to maintain participants' information as follows: participants' full name, their Directorates, Phone numbers, Email addresses and Genders.

2. A course book (Booklet) which includes comprehensive training materials regarding the training course, course objectives, and expected learning outcomes based on the training set in **Annex A**. In addition, a Soft copy of the Data related to the training course materials (Saved in a USB stick memory) should be handed over with the booklet to every single participant, so that they can practice the lectures at home and in the future.

3. A comprehensive final report for each Training Course is required, which includes:
- Course summary,
- List of participants, major discussions during the courses, observations, recommendations.
- Trainee's Feedback.

4. UNDP will review and approve the final report for each Training Course.
- The training company or individuals submits all reports to UNDP/ TTEs in English.
- The Training Courses including lectures and materials shall be delivered in Arabicor/ and English.

5- *Qualifications of the Successful Service Provider*

The training company (service provider) and trainers should meet the following minimum requirements: The service provider must:

- Be a company, institute, NGO or educational firm specialized in Capacity Development Training.

- Have a proper management structure for planning, conducting assessments, evaluations, monitoring, and managing the implementation of the training course.
- Have worked with international organizations, financial institutions, and government agencies.
- Select the potential lecturers for the respective area specified in the proposal with their CVs. Only accepted lectures by UNDP will be finally included in the call of contract.
- Or in the case of assigning other trainers who are not listed in the proposal, prior approval is required by UNDP.
- The organization has a policy in place to protect participants from Gender-Based Violence (GBV) and Sexual Exploitation and Abuse (SEA).

The service provider offers trainers with following Qualifications and experiences:

1) AutoCAD Trainer should have:
- Minimum 7 years experience in the construction industry, preferably in infrastructure design.
- Engineering Academic Degree in Civil, Construction, Surveying, water resources or any related field.
- Certification from Autodesk company, the number of certifications shall be provided.
- Experienced as a trainer in developing materials and delivering training.
- Right to grant an Autodesk (AutoCAD) certificate to all successful participants in the training course.
- Fluency in the Arabic language both written and oral, and working knowledge in the English language.
2) GIS Trainer should have:
- Minimum 7 years experience in GIS industry within international organizations or governorate directorates.
- An Academic degree in Engineering preferably, Geomatics, Surveying, Geography, Civil, water resources, Information Technology, or any related field.
- Extensive experience with ESRI software Package including ArcGIS Desktop versions and higher
- An experience in delivering GIS training materials in appropriate manner and in interactive way
- Fluency in the Arabic language both written and oral, and working knowledge in the English language.
3) Urban Planning Trainer should have:
- Minimum 7 years experience in Urban Planning filed within international organizations or governorate directorates.
- PhD or MSc Academic Degree preferably, Urban, Civil, architecture or any related field.
- Extensive experience with GIS software for urban planning modelling
- An experience in delivering Urban Planning training materials in appropriate manner and in interactive way
- Right to grant certificate to all successful participants in the training course.
- Fluency in the Arabic language both written and oral, and working knowledge in the English language.

6-   *Instructor Activities*

Course Name	Instructor Activities
AutoCAD Instructor	The CAD Instructor(s) should do the following in professional manners: ● Demonstrating commands via user interface and typed commands. Use examples and projects seen in the CAD and drafting industry ● Demonstrate AutoCAD commands and workflow through lecture videos and Exercise Tutorials. ● Following Industry standard procedures and practice to solve various CAD related industry problems.
GIS Instructor	The GIS Instructor (s) should do the following in professional manners: ● Giving the theory lectures in the class through interactive power point slides. ● Demonstrate GIS functions and processing step-by-step ● Following GIS Industry standard procedures and practice to solve for spatial problems.
Urban Planning Instructor	The instructor (s) should: ● Use learning techniques, with the focus on case studies and solving of actual problems through the guided examples. ● Use theoretical basis, extended onto the practical examples of success and mistake stories, backed up with the videos and exercises and real Examples of other countries urban planning. ● Make Positive communication and presentation during the course ● The approach used in this course is based on dialogue and open discussion, working in groups, group exercises, practical cases and application, brainstorming sessions, and writing down ideas and suggestions.

7- Institutional Agreement

a)   UNDP's Technical Training Experts (TTEs) will be the focal points with service provider during the Service.

b)   The service provider shall consult with UNDP office earlier in case they need to contact Governmental Directorates in Kirkuk during and before the Service.

c)   The service provider shall be responsible for the logistics of the training course sessions including Laptops, software and any related items in order to run the Program smoothly.

d)   The service provider shall be responsible for obtaining Iraqi's visas for their trainers to attend the program.

e)   The service provider shall not execute the intellectual property rights on the submitted report and training materials used by UNDP.

f)   The training service provider shall maintain the proper documentation process, assessment, evaluation and quality of the training courses through a standard template.

g)   The UNDP is responsible for organizing:

- The venue (location of training courses)
- The logistics and corresponding equipment including a Data show, screen, whiteboard or flipchart.
- Coffee break and lunch
- Stationeries

8- Submission of Proposals

The service providers are invited to apply. The applicants must submit the following information to demonstrate their qualifications:

1) In-depth technical proposal of applicants' understanding of Term of References (ToRs), proposed training methodology, service provider profile and CVs of the trainers.

2) Detailed table of content, syllabus, agenda, and time frames for each training listed in Annex A. The submitted training course content might be discussed between the applicant (service provider) and UNDP TTEs for further adjustments to achieve the training objectives.

3) A financial proposal breaking down cost for operational costs/reimbursable and professional fees for the training listed in Annex A.

4) Providing the UNDP TTEs with three professional references from previous employers.

5) In-depth implementation plan for all trainings listed in Annex A, which include but is not limited to:

- A sufficient number of trainers that the service provider can assign for each training course along with other training support staff for effective training in terms of deliverable knowledge and reducing the training time window through the implementation of multiple training sessions that take place at the same time.

- The service provider must assign one trainer for every 6 participants in the practical sessions, so that the trainers cover all participants' practical issues.

- Number of participants per training session. The number should be adequate to execute the training session efficiently and to maximize the deliverable knowledge and skills to the participants.

- The GIS and CAD class should not exceed 20 participants at once.

- Number of training sessions required to cover the training of the participants for each training course

- Detailed timetable includes the starting and ending dates to implement the training sessions.

- The time window to finish all the training sessions shall not exceed 50 working days.

- Number of training sessions that will be held at the same time (in parallel).

6) Examples of previous training materials and/or reports about training led by the service provider and trainers.

7) All the submitted documents mentioned above have to be written in English.

9- Key Performance Indicators During The Implementation Of Services

The performance of the service provider will be evaluated based on the following key criteria:

- Organizing each training course in timely manner.
- Submission High quality course materials to UNDP.
- Preparing and submitting a comprehensive report to UNDP on weekly basis as well as daily report.
- Trainees' satisfaction towards the training course program.

Annex A

Course Name	Geographic Information System (GIS)
Software	ArcGIS 10.3 or higher version
Duration	5 Days (5 hours per day)
Suitable Level	Individuals with introductory-level knowledge of GIS concepts and basic computer skills
Description	A geographic information system (GIS) is a system that creates, manages, analyzes, and maps all types of data. GIS connects data to a map, integrating location data with all types of descriptive information. GIS helps users understand patterns, relationships, and geographic context. Hundreds of thousands of organizations in virtually every field are using GIS to make maps that communicate, perform analysis, share information, and solve problems around theworld.
Topics include but are not limited to	The Training course must include the following topics but not limited to: ● Introduction to ESRI and its GIS software (History, Concepts) ● Elements of GIS (Hardware, Software, Data and People) ● GIS data Models (Raster and vector) ● GIS Components including ArcView, ArcMap and Arc Catalog ● Functions of GIS ● Data used in ArcGIS such as Aerial photos, Satellite imagery, GPS, Drone data and DEM ● Data Structures and tables including Attribute Data Query (Selection and Queries) ● Geo-Database and shapefiles ● Different types of Coordinate Systems and Datums ● Scale and Georeferencing ● Creating and editing Layers ● Parcels management ● Network analysis ● Geoprocessing tools and Geoprocessing Spatial analysis ● Introduction to some other important GIS capabilities such as Hydrology toolset, Image processing & classification, ● Principles of Map Design (Principals, Geographic Extent, Scale, The purpose, Audience, Available data) ● Layout including: Inset(overview map), Symbology, scale, North Arrow, legend, Grid/ Graticule)
Course Objectives	● The training is expected to introduce the latest capabilities of GIS applications in Water, pipelines, electricity utility networks, and municipalities, to better manage assets. ● Create an ArcGIS project, import map documents, modify map layouts. ● Identify appropriate data to support any mapping project. ● Create maps from scratch ● Maintain accurate, up-to-date, and authoritative parcel data and edit parcel geometry, measurements, attributes, and labels. ● Apply a standard workflow to create and edit network features and components while maintaining data integrity. ● Field data collection and Management efficiently, manage field workforce assignments and monitor field data.

	By the end of this course, the Trainees should able to:
Learning Outcomes	- Create and design geodatabase for any giving project - Transformation between different types of data file format - Create shapefiles for any giving data - Adding, removing and editing layers - Transformation between different types of Coordinate Reference Systems - Georeference non-ortho image or map - Able to to do some geoprocessing tools such as Buffer, Clip, Merge, Dissolve, Intersect and Union) - Making patterns based on the values of giving data - Producing professional map including the most necessary elements such as Scale, legend, Title, North Arrow, Grid and map meta data

Course Name	AutoCAD
Software	AutoCAD
Duration	5 Days (5 Hours/Days)
Prerequisite	Basic Knowledge of AutoCAD and computer skills
Description	AutoCAD is computer-aided design (CAD) software that empowers architects, engineers, and construction professionals to create precise drawings. It includes features to automate tasks and increase productivity such as comparing drawings, counting, adding objects, and creating tables.
Topics include but are not limited to	The Training Course must include the following topics but not limited to: - Introduction to AutoCAD2018(AutoCAD user interference, changing the color scheme, Work spaces in AutoCAD, Quick Access toolbar, File tabs, Graphic window, View cube, Navigation bar, Command line, Status bar, System variables, Menu bar, Changing display of the ribbon, Dialogues and pallets, Tool pallets, Shortcut menus, Selection window, Starting a new drawing, Command list,.. - The Fundamentals(Understanding the AutoCAD Environment, Create, Save and Close a New Drawing, Editing an Existing Drawing) - Drawing basics(Drawing lines, Erasing, Undoing and redoing, Drawing circles, Arcs, Polylines, Rectangles, polygons, Splines, Ellipses) - Drawing aids (Setting grid and snap, Setting the limits of a drawing, Setting the Lineweight, Using Ortho Mode and polar Tracking, Using layers, Using Object Snaps, Cycling through object Snaps, Using Object snap tracking, LineType gap selection, Using Zoom tools, Panning drawing) - Editing Tools(Move, Copy, Rotate, Scale, Trim, Extend, Fillet, Chamfer, Mirror, Explode, Stretch, Polar array, Offset, Path array, Rectangle Array, Editing using Grips, Modifying rectangular Arrays, Modifying polar arrays, Revision clouds) - MultiView Drawing(Creating Orthographic views, Creating Auxiliary views, Creating named views) - Dimensions and Annotations(Creating Dimensions, Creating Dimension Styles, Adding Leaders, Adding Dimensional Tolerance, Geometric Dimensioning by Trimming and Extending, Using the DIMEDIT Command, Using the the Update Tool, Using the the Oblique Tool, Editing dimension using Grips, Modifying Dimensions using the Properties of Pallets, Matching Properties of Dimensions or Objects) - Parametric Tools (Geometric Constrains, Dimensional Constraints, Creating equations using the parameters manager, Creating inferred Constraints) - Section Views (The Hatch Tool, Setting the properties of Hatch lines, Text in Hatching, Editing Hatch line) - Blocks Attributes and Xrefs(Creating Blocks, Inserting Blocks, Creating annotative Blocks, Exploding Blocks, Using Purge Tool, Using Divide tool, Renaming Blocks, Inserting Blocks in

	a table, Using the DesigCentre, Using tool Pallets, Inserting Multiple Blocks, Editing Blocks, using the write Block tool, Defining Attributes, Inserting Attributed blocks, Working with External References, Fading and Xref, Clipping External References, Editing External references, Creating part List) ● Layouts and Annotative Objects(Drawing Layouts, Working with layouts, creating Viewports in the paper Space, Changing the layer properties in view Ports, Creating the title Blocks on the layouts, Working with annotative Dimensions, Scaling Hatches relative to view Ports, Working with annotative texts) ● Templates and Plotting(Configuring plotters, Creating plot style tables, using plot styles, Creating templates, Plotting/ Printing the Drawing, Exporting and Importing to PDF, Combining text of the imported PDF, Publishing a 2D Drawing to a browser) ● Introduction to AutoCAD 3D or Revit
Course Objectiv es	● Explore the basic drawing tools in AutoCAD 2018 ● Explore the drawing settings that will assist you in creating drawings ● Modify drawing objects or create new objects using the existing ones. ● Create multi view drawings standard projection techniques ● Apply dimensions and annotations to a drawing ● Create parametric drawings that control the shape and size of a drawing. ● Create Blocks, Attributes and Xrefs. Blocks are group of objects in a drawing that can be reused. Attributes are notes, or values related to an object. Xrefs are drawing files attached to another drawing ● Create layouts and annotative objects ● Create drawing templates and plot drawings
Learning Outcomes	By the end of this course, the Trainees Will be able to: ● Create AutoCAD drawings, navigate the environment, manipulate AutoCAD objects and plot drawings. ● Locate and use commands from toolbars and access pulldown menus and from the keyboard. ● Create and save new drawings as templates ● Working with drawings by creating basic geometry and utilize basic editing commands. ● Use the line, circle, arc, polyline, polygon, rectangle, and ellipse commands to draw simple geometric shapes. ● Understand coordinate systems. ● Create accurate drawings using the system snap, and polar snap tools. ● Create and modify grid and snap spacing. Understand and modify drafting settings. ● Use object snap and polar tracking to create accuracy within the drawing. ● Work with layers and linetypes by creating, managing, and altering the display of color, layers, and linetypes and lineweights in a drawing. ● Access the layer dialog box, create layers and change settings of layers. ● Use the move, copy, rotate, scale, stretch, explode, break, trim and extend commands. Use different methods of selecting objects to be edited. ● Create and modify text styles, create Mtext, demonstrate knowledge of scaling text. ● Manage to work with multiple drawings using Xrefs. The Trainee should be able to attach External References to their drawings. ● Create, manage and alter the display of blocks in a drawing. Create symbols as blocks. Understand saving storage and retrieval of blocks. Use blocks in a drawing. Use the design center to add block to drawings. ● Create and manage layouts, viewports and page setups. ● Plot drawings to scale by creating plots that are accurately scaled with appropriate linetype scaling and lineweights.

Course Name	Urban Planning
Software	GIS or related software
Duration	5 Days (5 Hours per Day)
Prerequisite	This training course is suitable to a wide range of professionals but will greatly benefit: Urban Planners, Architects, Environmental Engineers, Civil Engineers, Transportation Engineers and Policy Makers
Description	Urban planning is a technical and political process that focuses on the development and design of land use and the built environment, including air, water, and infrastructure that flows into and out of cities, such as transportation, communications distribution networks, as well as their accessibility especially for women and people with disability.
Topics include but are not limited to	The Training Course must include the following topics but not limited to: ● The history of urban planning and urbanization and the reasons for the emergence of cities. ● Levels of planning and their interrelationships. ● Theories and concepts of urban planning. ● Urban planning objectives (spatial and sectoral) ● Dimensions of urban planning (natural, urban, economic, social, environmental,.) ● The stages of the master plan, its components, and the mechanisms for its development and implementation. ● Balanced and unbalanced planning. ● Spatial and sectoral planning and the relationship between them. ● Urban land uses. ● Introduction to Urban Transport Management and Transportation systems in cities. ● key challenges faced by urban infrastructures ● Main urban infrastructure systems and their main dimensions ● An Introduction to Principles of Urban Infrastructure Management ● Health dimensions of urbanization (potential environmental and health impacts caused by different stages in a building's life span. ● Sustainability in cities (sustainable cities). ● Modern planning methods using Geographic Information Systems GIS and Remote Sensing. ● The impact of modern technology on city planning. ● Unplanned expansion in cities. ● Urban growth problems and its determinants. ● Alternatives to urban growth. ● The periodic calendar and the continuous change of the base plan ● How to incorporate women's rights to the city in the planning process ● Brief talk about Sustainable Mobility including: Sustainable Road Transport (Capacity Planning, Parking Issues and Reserve Capacity), Rail Transport, Water Transport, and Delivery Planning ● Brief speech about the 2030 Sustainable Development Agenda and Goals especially Goal11
Course Objectives	After the completion of the course, participants will be able to understand: ● All types of urban planning, fields and levels. ● The preparation of the various stages of the planning process ● The importance of land use planning. ● Introducing General theories of planning and urban planning in particular. ● Introducing the base plan and the mechanisms of its basic setting. ● Providing non-professionals with a better understanding of the basic plans and diagnose its problems. ● Introducing the effects of some of the current influences and phenomena in developing the basic plans for cities

	• Giving an overview of the most pressing issues in Iraqi cities, as well as possible solutions in a straightforward way • Increase understanding of gender concerns and needs in urban planning and • Design • Basic principles of urban infrastructure management that are fundamental for building prosperous cities that are sustainable, resilient and efficient. • Using GIS software especially GIS tools for Urban Planning and remote sensing Data for visualization and making decision.
Learning Outcomes	At the end of this program you will be able to: • Dealing with urban planning issues • Familiarity with multiple concepts and the foundations of strategic planning • Employing appropriate modern technology systems in urban planning projects • Applying knowledge and theories in preparing urban plans • Promote the use of urban strategic planning • Collaboration and integration efficiently and effectively within a multidisciplinary team and the ability to successfully manage a work team.

Trainees numbers and their Geographic Locations

Training courses name	Kirkuk	Hawija	Daquq	Dibs	Sub Total
1. ArcGIS Desktop software	68	6	11	7	92
2. AutoCAD software	38	2	3	7	50
3. Urban planning	20	0	1	1	22
Total Trainees/ Package					**164**