



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE/SCOPE OF WORK

Title of Individual Consultant: International Individual Consultant

Assignment: Economic Empowerment Expert

Duration of assignment: 110 working days over 10 Months

Duty station: Home based and Baghdad/Iraq

Estimated Start Date: 20-December 2022

Language Required: English and Arabic

1. BACKGROUND

The Government of Iraq (GoI) has recently published a two-volume White Paper for economic reform outlining its vision for drastic changes to the Iraqi economy, with a focus on the financial sector, public service sector and reforms targeted at decreasing expenditures and driving up non-oil revenues. Iraq's international partners, donor countries, and international organizations are supporting the GoI with necessary technical assistance it requires to execute its reform programme.

As such, there are 64 reform projects in the GoI White Paper for economic reform which encapsulate some four hundred reform actions. These projects will require national and international expertise in order to execute and achieve the expected reform outcomes.

In the new COVID-19 context, the ongoing crisis will erase almost all the progress made in the past five years—thereby compounding existing challenges in rural and fragile settings and raising demand from the “new poor,” urban economies, and migrant populations (World Bank 2020).

Aware of the risk of dependency on the cash transfers, the GoI is currently keen on developing an economic and productive inclusion model, to the Ministry of Labor & Social Affairs (MoLSA) throughout launching an innovative economic inclusion pilot program, possibly given the name FORSA (opportunity) – which is an economic empowerment and poverty graduation program targeted the poor the ultra poor in Iraq. The pilot program will be tailored to the exact socioeconomic situation of the poor in Iraq, to test and demonstrate the implementation of the best international practices of economic inclusion.

This ToR considers economic inclusion as the gradual integration of individuals and households into broader economic and community development processes. This integration is achieved by addressing multiple constraints or structural barriers faced by the poor at different levels: the household (for example, human and physical capacity), the community (social norms), the local economy (access to markets and services), and formal institutions (access to political and administrative structures). Throughout the report, these constraints are viewed as simultaneous and often inseparable. They are viewed as impacting extreme poor and vulnerable groups most intensively.

Expected economic inclusion initiative is a bundle of coordinated multidimensional interventions that support individuals, households, and communities to increase their incomes and assets. It therefore aims to facilitate the dual goal of strengthening resilience and opportunities for individuals and households who are poor. These goals are to be met through strengthening community and local economy links. The term economic inclusion is sometimes used interchangeably with the term productive inclusion.

To support the GoI's MoLSA in implementing its reforms, UNDP is seeking an economic empowerment expert with a desired scope of work and qualifications as outlined below.

2. Scope of Work

The suggested economic inclusion initiative to be implemented in the Iraqi context and among different target groups (rural residents, women, and specific vulnerable groups as priorities), should provide an integrated package of interventions. They typically include five or more components and most commonly feature transfers, skills training, access to jobs, coaching, market links, and access to financial services. Also, the Expert will work on delivering at least 4 relevant training courses/workshops to the MoLSA staff who are working on the initiative, including a TOT program to build their capacity and enhance their skills.

For the duration of this post, the Expert will be working in the MoLSA and will work under the overall guidance and consultation with MoLSA's Director General of Vocational Training, as well as under the supervision of UNDP FFER-Federal Project Manager.

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

- A. Prepare an initial baseline report on the current state of the MoLSA social security program** – Conduct review of standard operating procedures and all other relevant documents related to the key functions of the social security program currently in effect. Prepare an initial baseline report through interviews with relevant department and MoLSA staff. This report will then serve as a foundation for more in-depth consultation with stakeholders. This report must include, but is not limited to:
1. A **general assessment** of the current the social security program and its overall objectives and achievements.
 2. A **matrix** that captures global best practice of effective social security and economic empowerment programs and its beneficiaries.
 3. List of national and international stakeholders of the existing program.

- B. Prepare a detailed assessment of the MoLSA economic empowerment programs in order to identify the best methods for developing the new program and how to fit onto the existing ecosystem of initiatives–** Work with the MoLSA to carry out a detailed assessment of the current empowering programs (if any) for the poor and identify the main objectives of any new economic empowerment program. The Expert will support MoLSA to:
1. define the target categories of the new program, in collaboration with MoLSA (the ultra-poor, the poor or the needy to be supported by the economic empowerment program).
 2. design an economic inclusion and income generation program, setting the inclusion and exclusion criteria for the beneficiaries and targeted cities.
 3. draft a multi-stakeholder partnership mapping for the program including partners, business associations, and NGOs. The Expert will design an implantation strategy and process.
 4. Identifying and developing economic empowerment packages, complementary services/tools including offering trainings on financial literacy, asset management, and marketing support.
 5. conduct consultative meetings with identified stakeholders to present the elaborated program and explore best innovations and opportunities for implementation.
- C. Capacity Building and technical Support to Ministry of Labour & Social Affairs to develop its staff –** with the aid of the initial baseline report to be conducted, the Expert will support MoLSA to:
1. **Conduct Capacity Building Workshops** – Lead capacity building workshops with key stakeholders related to economic empowerment on the following issues:
 - i. Designing and deliver TOT training course for nudging and mindset change for MoLSA social security beneficiaries.
 - ii. Providing MoLSA with Technical Support and advice on best practices for establishing a Management Information System (MIS) to track beneficiaries.
 - iii. define the skills and qualifications as well as the selection process of the staff managing the program.
 - iv. Develop organizational structure and ToRs for the program team members and support the hiring process.
 2. **Providing a ToT Program** – for the economic empowerment program managing staff, covering the various elements and challenges of the economic empowerment projects and how to supporting its success.
 3. **Providing a workshop** – on the economic empowerment program partnership design and development, for the project’s managers. A three days’ workshop will be delivered on the economic inclusion programs.

3. KEY DELIVERABLES EXPECTED:

Deliverables	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE
1. Baseline report developed	15	Mid of January, 2023	Home based and Baghdad
2. Detailed Assessment Report submitted	15	Mid of February, 2023	Home based and Baghdad
3. Economic Empowerment Program Plan submitted	25	Mid of April, 2023	Home based and Baghdad
4. Capacity building plan submitted	20	Mid of May, 2023	Home based
5. At least 6 training sessions delivered	35	Mid of Jun-Sep, 2023	Home based and Baghdad

4. Location and Timeframe for The Assignment Process

In Baghdad/Iraq over 110 working days

6. Management and Implementation Arrangements

Overall management: The Expert shall report directly to the Project Manager of FFER-Federal and all deliverables should be provided within agreed timelines.

7. Required Competencies, Qualifications And Experience:

The consultant will require the following qualifications, experience, competencies and language skills. Only applicants who meet these criteria will be short-listed and will be contacted.

A. Education and Professional Qualifications Required:

- A Master's Degree or equivalent in economics, development economics, business development, entrepreneurship, public administration, international relations or related field.

B. Experience Required:

- At least 15 years of relevant working experience with economic empowerment and economic inclusion development or related fields is required.
- Expertise in conducting poverty analyses and needs assessments related to governmental reform in developing countries is required.

- Experience in facilitating dialogue among key stakeholders at a high political level to formulate and implement reform plans is required.
- Demonstrated ability to facilitate consultative meetings and to make presentations of technical findings to a wide audience is desirable.
- Experience of working with the government sector or providing advisory support to government is required.
- Experience of working in crisis affected countries is required
- Experience of working with the United Nations or international development organizations is desirable
- Experience of working in the Arab States countries is desirable.

Language Required: English and Arabic

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:

The Expert shall submit a price proposal as below:

Professional Fee – The bidder shall propose a deliverable based fee, as per the percentage of the deliverables within the ToR.

Other costs: The bidder shall quote all other costs including Iraq visa, international travel costs, accommodation and living costs in Baghdad, travel insurance (inclusive of medical health insurance and evacuation).

Internal Travel Costs: In case any local travel is required within Iraq, UNDP Iraq shall cover the costs and make necessary arrangements.

Travel and accommodation: The specialist is expected to include the total cost of mission (per diem, flight ticket, travel cost and communication) in the financial proposal.

#	Country/City	Mission Purpose	Number of Mission	Mission Days
1	Iraq/Baghdad	Consultation with stakeholders	1	20 Days
2	Iraq/Baghdad	Presenting the capacity building plan	1	5 Days
3	Iraq/Baghdad	Presenting the Business Incubator Program Master Plan	1	5 Days
4	Iraq/Baghdad	Conducting the training and Workshops	1	25 Days
Total			4	55 Days

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%)

Evaluation Criteria

Criteria	Score
Criteria A: relevance and responsiveness of candidate's approach, technical proposal and submitted work plan and Methodologies:	
• A brief methodology on how the work will be implemented	15 points
• A work plan for timely implementation of all contract deliverables	10 points
Criteria B: relevance and responsiveness of candidate's past experience, qualification based on submitted documents	
• At least 15 years of relevant working experience with labor market regulation and data, economic development and economic indicators or related fields is required.	15 points
• Expertise in conducting labor market situation analyses and needs assessments related to labor reforms in developing countries is required.	10 points
• Experience in facilitating dialogue among key stakeholders at a high political level to formulate and implement reform plans is required.	10 points
• Demonstrated ability to facilitate consultative meetings and to make presentations of technical findings to a wide audience is desirable.	10 points
• Experience of working with the government sector or providing advisory support to government is required.	5 points

<ul style="list-style-type: none"> Experience of working with the United Nations or international development organizations is desirable. 	10 points
<ul style="list-style-type: none"> Experience of working in the Arab States countries is desirable. 	10 points
<ul style="list-style-type: none"> Experience of working in crisis affected countries is required. 	5 points
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:

1. A letter explaining why he/she considers himself/herself the most suitable candidate for the work;
2. Personal CV including past experience in similar projects and at least 3 references. **Please Use the attached (P11 Form Only)** CV Form – Annex 2 attached. UNDP-Iraq reserves the right to disqualify any of CVs who are not compliant with the requested form;
3. A brief Methodology on how the candidate will approach and conduct the work.

The expert is asked in his/her offer submission in the methodologies section to bring the description of the above-mentioned points in Scope of Work and Expected Outputs.

II 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 - P11 Form](#)
- [Annex 3 – IC General Terms and Conditions](#) (for information);
- [Annex 4 – RLA Template](#) (if consultant wishes to be recruited through an employer) - (for information).
- [Annex 5- Code of conduct forms](#) *(The Consultant Firm and each member of the Assessment Team consultant will be requested to read carefully, understand and sign the “UN Code of Conduct”).*

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