

IRQ10- IC/133/15
INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Anti-Corruption Implementation Management Advisor

Location :	Home based with travel to Baghdad, Iraq
Vacancy Type :	External
Application Deadline :	12 Noon, 6 December 2015
Additional Category	Crisis Prevention and Recovery
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	January 2016
Duration of Initial Contract :	220 days spread over 12 months

Proposals should be submitted to the following e-mail address no later than 12:00 Noon, 6 December 2015

IC1.undp.iq@undp.org. *(It is a MUST to indicate the Procurement Notice Number in the e-mail subject box). Any request for clarification must be sent to the following e-mail address: dolores.maitim@undp.org*

The Procurement Unit will respond by email, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates are requested to submit the following documents:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 2)
- [UNDP Personal History form \(P11\) \(Annex 3\)](#), 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;
- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Description of approach to the work/duties described Items 3 and 4 of the TOR and work plan outlining and detailing the proposed steps required (max. 5 pages)
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex 4).

Interested offerors are requested to submit their financial proposals as a lump sum amount, supported by a breakdown of costs, as per template provided in Annex 4.

Please note the following conditions:

- The lump sum amount must be “all-inclusive” All costs (professional fees, travel/transportation costs, living allowances, communications, consumables, etc) required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount. Please note that the travel costs to/from Baghdad will be arranged and covered by UNDP.
- The lump sum amount must be broken down by category:
 - Professional fee
 - Travel/Transportation costs *including the travel costs to/from Baghdad
 - Living allowance
 - Communications

- The contract price is fixed regardless of changes in the cost components.

Payment will be made after accomplishment of each deliverables, submission of activity reports against the tasks described in the Duties and Expected Outputs section.

Annex 1 - Terms of Reference

Annex 2 - Letter of Confirmation of Interest and Availability

Annex 3 - UNDP Personal History form (P11)

Annex 4 – Financial Proposal Template

Annex 5 – Individual Consultancy General Terms and Conditions