

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

IRQ10-IC076/17 – Individual Contractor – Consultant to Provide Technical Advice and Strategic Guidance to assist with Criminal Justice Reforms within Government of Iraq's broader Security Sector Reform Priorities
IRAQ

Date: 8 June 2017

Description of assignment: PConsultant to Provide Technical Advice and Strategic Guidance to assist with Criminal Justice Reforms within Government of Iraq's broader Security Sector Reform Priorities

Type of Consultancy:

International

Duty Station:

Erbil - Iraq

Period of assignment/services: 6 months

Estimated Starting Date:

1 July 2017 to 31 December 2017

Proposals should be submitted to the following e-mail address no later than **COB 19 June 2017 (Iraq local Time: +3 GMT):**

ic1.undp.iq@undp.org. Please note the following:

- ***It is a MUST to indicate the Procurement Notice Number in the e-mail subject line).***
- ***Any request for clarification must be sent to the following e-mail address: mary.gemme.montebon@undp.org. The Procurement Unit will respond by e-mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate.***

Kindly be informed that the UN P11 Form ("CV Form," ref: Annex 2) must be completed. It is not permissible to submit a Curriculum Vitae in lieu of this form.

- ***Emails sent to the previously mentioned address shouldn't exceed the limits of 8MB.***

1. Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

1 Technical Proposal: (which will include the following):

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- A **letter** explaining why he/she considers him/herself the most suitable candidate for the work.
- **Personal CV** including past experience in similar projects and **at least 3 references.**
- **UN P11 Form ("CV Form") – Annex 2 attached.** UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.
- A language assessment will be conducted [if needed] for the purpose of verifying influence in English;
- **Sample reports** of previous work in English.
- 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 **3. Scope of Work and Expected Outputs.**)

B. Financial proposal:

The financial proposal will specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Financial Proposal Form, providing a breakdown of this lump sum amount (including travel, per diems) is to be provided by the offeror – **Annex 3 attached**

C. Travel:

All envisaged travel must be included in the financial proposal. This includes all travel to join duty station/ repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class, he/she should do so using his or her own resources.

Furthermore, Individual Consultant who is at the duty station at the time of hire is ineligible for travel to join, and who remain at the duty station after contract completion is ineligible for repatriation travel

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- 1 Responsive/compliant/acceptable, and
- 2 Achieving the highest combined score (financial and technical).

Minimum requirements:

Education:

- Advanced university degree (Master's degree or equivalent) in subjects related to law, peace, justice and security, and/ or conflict studies, strategy/risk management or other relevant subject matter areas.

Work Experience

- At least 10 years professional experience working on criminal justice related issues in post-conflict environments engaging at high-level/ senior government level is essential;
- In-depth understanding of and experience working on criminal justice and related issues with broader security sector reform efforts in Iraq or similar contexts is essential;
- Experience in providing policy and strategic level guidance on criminal justice issues to governments in a multi-lateral setting with specific focus on SSR strategy implementation is highly desirable;
- Proven expertise in the field of criminal justice reform and strategy implementation at the government level in complex emergency settings is highly desirable;
- Proven capacity to engage with government and international stakeholders with strong liaison capacities and experience is essential;
- Proven capacity to engage and liaison with range of actors in the security and justice sector such as police, military and intelligence community is highly desirable.

Evaluation Criteria:

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

Criteria

Max. Point 100

Weight

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Criteria A: Education

30 Points

70%

Criteria B: Experience

70 Points

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Lowest Offer / Offer*30

30%

Total Score = (Technical Score * 0.7 + Financial Score * 0.3)

Weight Per Technical Competence

5 (outstanding): 96% - 100%

The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

4 (Very good): 86% - 95%

The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.

3 (Good): 76% - 85%

The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.

2 (Satisfactory): 70% - 75%

The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.

1 (Weak): Below 70%

The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

Annexes:

Annex 1 – Template Confirmation of Interest and Submission of Financial Proposal.

Annex 2 – P11/CV Form.

Annex 3 – Price Schedule Sheet.

Annex 4 – Terms of Reference

Annex 5 – Individual Consultant General Terms and Conditions.