

Re-Advertisement Tender Document

Tender No: IRI2019-0028	رقم المناقصة: IRI2019-0028
Date: 05 December 2019	التاريخ: ٠٥ كانون الاول ٢٠١٩
Location: Erbil	الموقع: اربيل
Project Name: Sustainable Livelihoods Through Small Business Grants and Vocational Training, Kurdistan Region of Iraq (KRI)	اسم المشروع: SLTSGVT
Tender Name: Rapid Market Assessment in Erbil	اسم المناقصة: تقييم السريع لوضع السوق المحلي في أربيل

BACKGROUND

Islamic Relief began working in Iraq in 1997 and was one of the few international aid agencies that continued working there in 2003. Our major priority is to provide much-needed emergency support for displaced people, returnees, host communities and refugees in Anbar, Fallujah, Baghdad, Mosul, Kirkuk, Ninewa, Salehaddin, Dohuk and around Erbil. We are also helping people to get back on their feet – with more long-term development where it is safe to do so.

حول الإغاثة الإسلامية العراق، بدأت الإغاثة الإسلامية العمل في العراق في عام ١٩٩٧ وكانت واحدة من وكالات المعونة الدولية القليلة التي واصلت العمل هناك خلال عام ٢٠٠٣. وتتمثل أولويتنا الرئيسية في توفير الدعم العاجل في حالات الطوارئ للنازحين والعائدين والمجتمعات المضيفة، اللاجئين في الأنبار وبغداد وكركوك ونيوى وصلاح الدين ودهوك وحول أربيل من أجل مساعدة الناس على مواجهة الظروف الصعبة و أيضاً القيام ببرامج تنمية طويلة الامد حيثما أمكن ذلك



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Charity Registration No.:
Baghdad 217830 | Erbil 1175-F

SUBJECT: Sustainable Livelihoods Through Small Business Grants and Vocational Training, Kurdistan Region of Iraq (KRI)

Dear Valuable Supplier,

Islamic Relief worldwide, Iraq office is pleased to invite you to participate in the tender for the **Rapid Market Assessment in Erbil** according to conditions details in the attached files, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by IR in writing to email (tendering@ir-iraq.org) at least 03 days before the deadline for submission of tenders. IRI will reply to bidders' questions at least 2 days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Instructions to Bidders.

Yours sincerely,
Procurement Committee

الأعضاء السيد \ السيدة ،
يسر الإغاثة الإسلامية عبر العالم- مكتب العراق أن تدعوكم للمشاركة في المناقصة تقييم السريع لوضع السوق المحلي في أربيل وفقاً للشروط والتفاصيل الواردة في الملفات المرفقة،
يرجى الاطلاع على الوثائق التالية التي تشكل ملف المناقصة.
يجب أن يتم استلام أي طلب توضيحي من قبل قسم المشتريات كتابة بالبريد الإلكتروني (tendering@ir-iraq.org) قبل ثلاثة أيام على الأقل من الموعد النهائي لتقديم العطاءات. وسوف يرد الإغاثة الإسلامية على أسئلة مقدمي العطاءات قبل يومين على الأقل من الموعد النهائي لتقديم العطاءات.
لا تتحمل الإغاثة الإسلامية عبر العالم- مكتب العراق أي تكاليف قد يتكبدها مقدم العرض في إعداد وتقديم مقترحات العطاءات. ونحن نتطلع إلى تلقي العطاء الخاص بك وضمانة العطاء المرفقة على العنوان المحدد في تعليمات لمقدمي العطاءات.
تفضلوا بقبول فائق الاحترام،
لجنة المشتريات



4/12/2019

1 SUBMISSION OF QUOTATIONS

The quotation must be submitted in a sealed envelope labelled with your company name and the reference **IRI2019-0028** Number in Erbil office, in Wazira neighborhood house #28.

Important: Offers transmitted in any other manner or offers received after the deadline date and time will not be considered.

All responses will be opened by the Islamic Relief Iraq Procurement Committee and all Bidders will be notified of the results.

1 تقديم العطاء

يجب تقديم العطاء في ظرف مختوم ويحمل اسم شركة وعنوان ورقم المناقصة **IRI2019-0028**, مكتب أربيل حي الوزيران, بيت رقم ٢٨ هام: لن يتم النظر في العروض المرسلة بأي طريقة أو عروض أخرى بعد موعد النهائي لاستلام العروض. سيتم فتح جميع العروض من قبل لجنة المشتريات للإغاثة الإسلامية وسيتم إخطار جميع مقدمي العطاءات بالنتائج.

2 TIMELINES

Line	Description	Date, year, time
1	ITB published	17 th November 2019
2	Deadline for request any clarifications from Islamic Relief via email address: tendering@ir-iraq.org	24 th November 2019
3	Closing date and time for receipt of quotations. - Bids can be provided through sealed envelopes to Erbil office in Wazira neighbourhood house #28 - Or by email to (tendering@ir-iraq.org) - Financial bid sent by email should be protected by password. The password will be requested after the opening.	27 th November 2019 12:00 PM Baghdad Local time
4	ITB Re-published	05 th December 2019
5	Deadline for request any clarifications from Islamic Relief via email address: tendering@ir-iraq.org	08 th December 2019
6	Closing date and time for receipt of quotations	11 th December 2019 12:00 PM Baghdad Local time

٢ الجداول الزمنية

رقم	المعلومات	التاريخ
١	اعلان المناقصة	٢٧ تشرين الثاني ٢٠١٩
٢	الموعد النهائي لطلب أي توضيحات من الإغاثة الإسلامية عبر البريد الإلكتروني: (tendering@ir-iraq.org)	٢٤ تشرين الثاني ٢٠١٩
3	تاريخ إغلاق المناقصة ووقت استلام العطاء - يمكن تقديم العطاءات المغلفة الى مكتب أربيل حي الوزيران رقم ٢٨ او عن طريق البريد الإلكتروني (tendering@ir-iraq.org) - العطاءات المالية المرسلة عبر البريد الإلكتروني يجب ان تكون محمية بكلمة مرور. وسيتم طلب كلمة المرور بعد فتح العطاءات.	٢٧ تشرين الثاني ٢٠١٩ الساعة ١٢:٠٠ ظهراً بتوقيت بغداد
٤	أعادة اعلان المناقصة	٠٥ كانون الاول ٢٠١٩

٥	الموعد النهائي لطلب أي توضيحات من الإغاثة الإسلامية عبر البريد الإلكتروني: tendering@ir-iraq.org	٠٨ كانون الأول ٢٠١٩
٦	تاريخ إغلاق المناقصة ووقت استلام العطاء	١١ كانون الأول ٢٠١٩ الساعة ١٢:٠٠ ظهراً بتوقيت بغداد

3 SPECIFICATION OF REQUIREMENT مواصفات و المتطلبات

Services that may be procured under this agreement is included in the attached ToR

تشمل الخدمات التي يمكن شراؤها بموجب هذه الاتفاقية في الشروط المرجعية المرفقة:

The Total Price in USD* سعر الكلي بالدولار الأمريكي	
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- Note: if bid is sent by email, do not mention the amount above
- ملاحظة: إذا كان العطاء مرسل عبر البريد الإلكتروني، يرجى عدم ذكر السعر في الأعلى.

4 SUPPLY REQUIREMENTS

- The bidder must provide the best services according to the specifications in ToR.
- The bidder must authenticate (on the firm's stamp) on all tender documents that stamped of the Islamic relief and fill the price well and clearly in USD.
- The contract is for period of one month starting from signing date.
- The payment will be 100% on the satisfactory submission of the Rapid Market Assessment report.

٤ متطلبات العرض

- على مقدم العطاء تقديم أفضل الخدمات وحسب المواصفات في الشروط المرجعية المرفقة.
- يجب على مقدم العطاء المصادقة (بختم الشركة) على جميع وثائق المناقصة التي ختمت من قبل الإغاثة الإسلامية وملء السعر جيداً وبشكل واضح وبالدولار الأمريكي.
- مدة العقد شهر واحد تبدأ من تاريخ التوقيع على العقد.
- يتم الدفع ١٠٠ ٪ بعد تقديم تقرير النهائي لتقييم السوق السريع بشكل مرضي.



5 AWARD CRITERIA معايير اختيار

Award of the contract will be based on the following criteria:

سيستند اختيار العقد إلى المعايير التالية:

Criteria المعايير	Scoring النقاط
Firm registration and certifications (for firms only) Firm must be registered in the government تسجيل الشركة (للشركات فقط) يجب ان تكون الشركة مسجلة في الحكومة	Compulsory
Working experience with INGO's in general and specifically in particular sector Consultant/firm having previous working experience with donors, INGOs or NGOs in livelihood sector. Consultant having more than 5 years' experience to conduct rapid market assessments in livelihood sector. خبرة عملية مع المنظمة الدولية غير الحكومية بصفة عامة وخاصة في المجال المحددة الاستشاري الشركة لديها خبرة عملية سابقة مع المانحين أو المنظمات غير الحكومية الدولية أو المنظمات غير الحكومية المحلية في هذا مجال سبل العيش. الاستشاري الشركة لديها أكثر من ٥ سنوات من الخبرة لإجراء تقييمات سريعة للسوق المحلي في مجال تحسين سبل العيش.	20
Technical Proposal The firm/consultant should provide technical proposal on how to conduct the Rapid Market Assessment -Written technical proposal will be given (20 points) -Successful firms/consultants will be invited to present the technical proposal (20 points) المتقترح التقني يجب على الشركة / الاستشاري تقديم اقتراح تقني عن كيفية تقييم السريع للسوق المحلي - سيتم تقييم المقترح الفني المكتوب (٢٠ نقطة) - سيتم دعوة الشركات / المستشارين الناجحين لعرض المقترح الفني (٢٠ نقطة)	40
Price The Consultant/firm has to provide price for the requested service السعر على الشركة الاستشاري تقديم أسعار للخدمات المطلوبة	40
Total	100

6 SUPPLIER INFORMATION: المورد



1	Wire Transfer Payment Mode طريقة الدفع المصرفي للتحويل	☒ Yes ☐ No
2	Name of Company اسم الشركة الاستشاري	
3	Name of the Owner and Partner اسم صاحب وشركائه	Owner: Partner: Partner:
3	Registered Office address العنوان المسجل للشركة	
4	Telephone Number رقم تلفون	
5	Email بريد الكتروني	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	



7	Company turnover in trading currency (please attach recent financial Bank statement) تسجيل الشركة\الاستشاري ورقم الضريبة (يرجى إرفاق نسخة من الشهادة والضريبة)	Attached ☐
8	Proof of financial stability such as financial turnover of last three years or bank statement. إثبات الاستقرار المالي مثل العائد المالي خلال السنوات الثلاث الماضية أو كشف حساب مصرفي	2016 ☐ 2017 ☐ 2018 ☐ Bank Statement ☐
9	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well هيكل الشركة\الاستشاري بما في ذلك اسم الموظفين و المنصب في الشركة\الاستشاري وجواز السفر المرفقة للمالك والشركاء كذلك	Attached ☐
11	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years: يرجى ذكر أي نزاعات قد شاركت شركتكم في المنظمات غير الحكومية / الأمم المتحدة على مدى السنوات ال 3 الماضية	
10	Banking information: المعلومات المصرفية:	
Bank Name: اسم البنك:		
Bank Address: عنوان البنك:		
Bank Branch: فرع بنك:		
Account Name: أسم الحساب:		
Account Number: رقم حساب:		
Swift Code:		
IBAN: رقم الحساب المصرفي الدولي:		

Reference List قائمة المراجع

Please provide details of 3 INGO/UN or any other institution agency as a reference with whom you had a contract in the last 03 years.

يرجى تقديم تفاصيل عن 3 من المنظمات الدولية غير الحكومية / الأمم المتحدة أو جهات أخرى كمرجع للمنظمات التي تعاقدت معها في السنوات الثلاث الماضية.



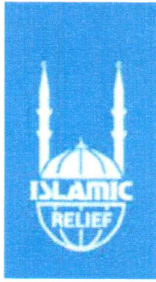
	Reference	Reference 2	Reference 3
Name of Organization/Business اسم المنظمة / الأعمال			
Title & Name of Contact Person عنوان واسم شخص الاتصال			
Phone: هاتف:			
E-mail: البريد الإلكتروني:			
Type of product / service provided to client نوع المنتج / الخدمة المقدمة للعميل			



• Goods produced and manufactured have the least impact on the environment Code of Conduct for Suppliers: Goods and services are produced and delivered under conditions where: • Employment is freely chosen • The rights of staff to freedom of association and collective bargaining are respected. • Living wages are paid • There is no exploitation of children • Working conditions are safe and hygienic • Working hours are not excessive • No discrimination is practised • Regular employment is provided • No harsh or inhumane treatment of staff is allowed. • Environmental Standards: Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are: • Waste Management • Packaging and Paper • Conservation • Energy Use • Sustainability Business Behaviour: Islamic Relief will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable time-frame. Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens. Qualifications to the statement: Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.	• السلع المنتجة والمصنعة لها أقل تأثير على البيئة مدونة قواعد السلوك للموردين: يتم إنتاج السلع والخدمات وتسليمها في ظل الظروف التي: • يتم اختيار العمل بحرية • احترام حقوق الموظفين في حرية تكوين الجمعيات والمفاوضة الجماعية. • تدفع أجور المعيشة • لا يوجد استغلال للأطفال • ظروف العمل آمنة وصحية • ساعات العمل ليست مفرطة • لا يمارس أي تمييز • توفير فرص عمل منتظمة • لا يسمح بالمعاملة القاسية أو اللاإنسانية للموظفين. • المعايير البيئية: يجب أن يمثل الموردون كحد أدنى لجميع المتطلبات القانونية وغيرها من المتطلبات القانونية المتعلقة بالآثار البيئية لأعمالهم. المجالات التي يجب النظر فيها هي: • إدارة المخلفات • التعبئة والتغليف والورق • صيانة • استخدام الطاقة • الاستدامة السلوك التجاري: وتمتسعي الإغاثة الإسلامية إلى إيجاد مصادر بديلة يكون فيها سلوك الموردین انتهاكا واضحا لحقوق الإنسان الأساسية لأي شخص، ولا توجد رغبة في معالجة الوضع في إطار زمني معقول. سوف تسعى الإغاثة الإسلامية إلى مصادر بديلة حيث تشارك الشركات في سلسلة التوريد في صنع الأسلحة أو بيع الأسلحة للحكومات التي تنتهك بشكل منهجي حقوق الإنسان لمواطنيها. المؤهلات للبيان: وحيثما تكون سرعة النشر ضرورية لإنقاذ الأرواح، فإن أعضاء الفريق سوف يشترون السلع والخدمات الضرورية من أنسب مصدر متاح.
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Complete Name of the Owner: الاسم الكامل لصاحب الشركة الاستشاري	
Company Name: اسم الشركة الاستشاري	
Signature: التوقيع :	
Date & Time: التاريخ والوقت :	
Contact Number / Address and phone number العنوان ورقم الهاتف :	
Company Stamp ختم الشركة :	





Empowered lives.
Resilient nations.

Islamic Relief Iraq

Terms of Reference (TOR) Rapid Market Assessment

Title: Sustainable Livelihoods Through Small Business Grants and Vocational Training, Kurdistan Region of Iraq (KRI)

November 2019



1. INTRODUCTION

Islamic Relief Worldwide, Iraq is a non-profitable organization, started working in Iraq since 2003. IR Iraq has 5 offices: Erbil (main Office), Kirkuk, Mosul, Anbar, and Bagdad while IR Iraq operations are currently ongoing in 8 governorates in Anbar, Baghdad, Erbil, Dohuk, Ninewa, Salahadin, Karbala, and Diyala. IR Iraq is currently implementing several livelihood projects in Ninewa, Kirkuk, Anbar, and Erbil.

IR Iraq is implementing a livelihood project funded by UNDP to support for Sustainable Livelihoods Through Small Business Grants and Vocational Training, Kurdistan Region of Iraq (KRI). The project will focus on Creating sustainable income opportunities and employment, particularly for the Refugees, IDPs, and vulnerable host communities, focusing on youth and women, as well as improves the skills and employability of vulnerable host and displaced communities, support small business through market linkages, and facilitate long-term income generation in the KRI by providing small business grants. To enable this, IRI will focus on creating mutually engaged partnerships with private sector companies for training, and the provision of small business grants.

Therefore, the main purpose of this project is to:

- Provide small business grants and facilitate market linkages through agreements with buyers and/or suppliers to ensure value chains are strengthened and made more sustainable.
- Build partnerships with private sector companies in growth sectors that are able to partner with the selected NGO partners to increase income generation for beneficiaries, as well as source qualified labour and goods or services.
- Facilitate the provision of accredited vocational and on-the-job trainings (or Apprenticeships) in partnerships with the private sector to improve the quality of curriculum and ensure skills needed are matched.
- Match vulnerable job seekers. Who have been supported with vocational training, with employment opportunities with private sector companies. All employment opportunities must be guided by a mutual letter of agreement (LoA), which is closely monitored to ensure the terms of employment contract and the rights of employee are respected.

Such efforts will include promotion of innovative livelihood ideas linking with the overall strategic direction of economic recovery and diversification in Iraq. Specific support to promote women's economic empowerment will also be undertaken. An investment will also be made to increase the capacity, both in skills and knowledge of relevant national institutions. The project will also address the challenges described in the context analysis, the project aims to expand its support to enhance recovery and resilience-building in post-ISIL Iraq for vulnerable host communities.

Therefore; IR Iraq is seeking a competitive firm/consultant to conduct one **Rapid Market Assessments** in Erbil Governorate of KRI of IDPs, Syrian Refugees and host communities. IR Worldwide Iraq will conduct Rapid Market Assessment in order to identify demand side for vocational trainings, labour skills gaps as well as opportunities for small-medium businesses. Rapid Market Assessment through systematic collection of key data sets, allowing the project team to greater understanding of beneficiary profiles and forward-thinking program design. IRW Iraq will conduct assessment/survey, via a competitive tender to a qualified research firm, in targeted areas including all three segments IDPs, Refugees and HC through detailed skill survey on educational levels, proficiency and professional profile of the beneficiaries. This market assessment will be on viable employment industries for youth. Identifying labor market and existing potentials by including targeted communities (HC, IDP, Refugees).

Minimum Activities:

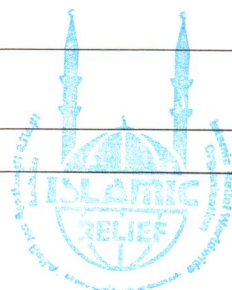
1. Design Rapid Market Assessment to include assessing:
 - a. The market supply and demand side for vocational skills, engaging with the private and public sectors, including the labour skill gaps among IDPs, Syrian Refugees and host communities.
 - b. The market supply and demand for business, looking at opportunities and small-medium business mapping.



2. Conduct **Rapid Market Assessments** assessing both vocational skills and SMBs in the target areas of IDPs, Syrian Refugees and host communities.
3. Prepare one rapid market assessment (RMA) reports for dissemination with livelihoods stakeholders.

2. Rapid Assessment Summary

Rapid Market Assessment Purposes:	- Outline and update political, economic and cultural context with regards to IDPs, Syrian refugees and host communities in Erbil governorate. - Outline the trending sectors in Erbil governorate. - Outline a problem analysis including target group and stakeholder analysis. - Assessing the market supply and demand with small and medium business mapping in combination to opportunities. - Assessments of the livelihood needs with particular focus to vocational training/or on-the-job training (apprenticeship) for low-skilled job seekers, distribution of toolkits/or small business grants for longer term income generating activities for IDPs, Syrian refugees and host communities in Erbil to identify: <u>Vocational Training:</u> - Relevant vocational trainings demanded by the market - Relevant vocational trainings demanded by the youth - Efficiency of vocational training in Erbil to provide a source of income for the later on for the targeted people. <u>Apprenticeship</u> - Best approaches to attract business owners - Most demanded positions in the market - Minimus skills required to be recruited in companies. <u>Toolkits/ Small Business Grants</u> - Types of toolkits/businesses demanded in the market - Types of trainings required to start SME. - On this basis of rapid market assessment, recommendation for the project activities approaches should be formulated.
Primary Methodologies	- Field visits - Individual interviews - Desk Review - Primary Quantitative data collection - Primary Qualitative data collection - Focus group discussions (FGDs) and - Key Informant Interviews (KIIs)
Anticipated Commencement date of Rapid Market Assessment	3rd December 2019
Anticipated preliminary Report release date	22nd December 2019
Presentation of Rapid Market Assessment	29th December 2019
Final Report	5th January 2020



3. PROJECT DESCRIPTION

Funding source	UNDP
Project Title	<i>Sustainable Livelihoods Through Small Business Grants and Vocational Training, Kurdistan Region of Iraq (KRI)</i>
Start date of implementation	10 th October 2019
Foreseen end date of implementation	10 th April 2020
Project location covered by the action	Erbil Governorate
Project target population	The total number of beneficiaries of this project will be 200 youth (of which at least 50% are females) that will benefit out of the intervention in the governorate of Erbil The project will target (50 Vocational Training, 50 apprenticeship and 100 Toolkits/Seed funds) IDPs, Syrian Refugees and host communities in Erbil. Select of beneficiaries will be based on the following criteria: • IDPs, Syrian Refugees and host communities • Size of family • Poverty score and degree of vulnerability • Female headed households • Orphan & Widows in the family • Families with disability and older people

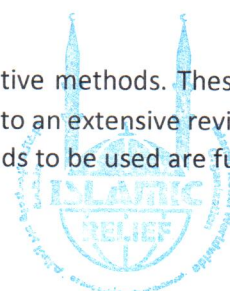
4. RAPID MARKET ASSESSMENT PURPOSE AND OBJECTIVES

The main purpose of the rapid market assessment is to provide a sound footing for the proposed project implementation and design by clarifying current conditions, available opportunities and risks. This assessment will also establish that the planned project approach and activities will address the developmental problem of targeted women, youths, communities and districts with current project design. The assessment will allow an overview of the current status of beneficiaries in terms of participation in the economic and social life, mitigation of conflict in their community, positive contribution to rehabilitation and reconciliation, and improved access to services and social cohesion.

This rapid market assessment will also increase the effectiveness of the project and fend off the imprudent resource utilization at planning and implementation stage. The assessment will inform the project about women, youths, household profile in targeted areas in order to evaluate the effectiveness of the intervention in targeted areas. Information obtained and recommendations will be used to enrich project intervention and effectiveness of the strategies and activities planned.

5. RAPID MARKET ASSESSMENT METHODOLOGY

A mixed methodology approach should be adopted including quantitative and qualitative methods. These will involve relevant stakeholders, partners and beneficiaries at community level in addition to an extensive review of project documentation and secondary data sources including project design. The methods to be used are further detailed in the following subsections.



The consultant/firm is expected to develop the appropriate methodology and tools that would best capture the objectives of the rapid market assessment.

6. ROLES AND RESPONSIBILITIES

The rapid market assessment will be led and conducted by the external consultant/firm in close collaboration and coordination with Islamic Relief Worldwide, Iraq.

7. OUTPUTS REQUIRED

The expected deliverables throughout the process of the rapid market assessment include:

2. Provide finalized rapid market assessment proposal detailing the methodology and timelines
3. Validated, tested and translated data collection tools
4. Data collection updated plan and timeline
5. Datasets (should be delivered in an excel database structure)
6. Notes and transcription of KII and FGDs
7. Qualitative data analysis spreadsheets
8. List of interviewed beneficiaries and stakeholders and contact details.
9. One Rapid Market Assessment report which has to include below contents/headings and not exceed 15 pages
 - Focus, scope and depth of rapid market assessment aligned to the complexity and scope of the planned project as well as the political, economic and cultural context.
 - Problem analysis
 - Trending sectors in each targeted district
 - Target group and stakeholder analysis.
 - Assessment of market demand and supply in terms of agriculture, livestock and SMEs
 - Capacity assessment of national institutes and recommendations for capacity building
 - Recommendations

8. QUALIFICATIONS OF THE CONSULTANT / FIRM

The consultant should have the following competencies and experience:

- At least 5 years of progressive proven experience in similar studies and in using mixed research methodologies and data analysis;
- Previous baseline, assessments and evaluation study experience, preferable in Iraq and particularly in Erbil (to be provided within the CV);
- Extensive professional experience in the design and implementation of rapid market assessments;
- Good analytical and critical thinking skills;
- Proven knowledge and experience in applying participatory research methods and tools, especially with youth, parents and stakeholders;
- Advanced degree in relevant field (e.g. Business, Sociology, Social Work or any related technical field);
- Good understanding of the humanitarian work;
- Familiarity with civil society and Non-Governmental Organization (NGO) engagement;
- Ability to work on tight schedules with minimal supervision;
- Good English, Kurdish and Arabic speaking and writing skills;
- High research ethics.



9. DURATION OF CONSULTANCY AND APPLICATION

Considering the urgency and time constrain, bids should include a detailed proposed work-schedule with specific tasks and should also incorporate a financial proposal that outlines all relevant costs that will be associated with this rapid market assessment in Erbil Governorate, Iraq. Firms/Candidates are expected to state how much time they will need to start the assignment and how much time they need to conduct every task. Selected candidates are also expected to abide by the deadlines and the conditions for deadlines specified within the contract/agreement.

Interested individuals and consultancy firms should send in their applications no later than 16:00 hours (Iraq time) on November 17th, 2019 indicating the title of this assessment in the subject, please include a detailed Technical and Financial Bids along with the following documents:

- Curriculum vitae and/or resume
- Proposed work-schedule
- The names and addresses (including telephone and e-mail) of two non-related referees
- Sample of previous work (reports related to the topic)

Technical and Financial Bids should be in English and should not exceed 15 pages and should be submitted to House – 249/2/76, Waziran, Erbil, Iraq or by e-mail to tendering@ir-iraq.org.

N.B.: The selected consultant will be provided with all additional documents required to carry out the work.


Abdullah Bashir
PC
13 Nov 19

