

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10/IC-034/21



Date: 09 May 2021 *Empowered lives.
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Reference Number: IRQ10-034/21
Title of Consultancy: Procurement of Individual Contractor: Electoral National Logistics Consultant
Consultancy type: National
Country: Iraq
Duty Station: Baghdad
Period of assignment/services: 3 months (approximately 22 days per month)
Estimated Starting Date: 15 June 2021 to 15 September 2021
Assignment duration may be reduced based on the project needs. Only Iraqi citizens may apply for this post.
Project name : IHEC (Election Project)
Proposals should be submitted: 20 May 2021

Important Notices:

Request for Clarification: Any request for clarification must be sent in writing and submitted via the e-tendering portal. UNDP will provide a written response, via the same channel, without identifying the source of inquiry.

1. Background

The United Nations have been supporting electoral processes in Iraq since 2003, providing technical assistance at various levels and across the technical areas of the organization. Currently, the Office of Electoral Assistance (OEA) in the United Nations Assistance Mission for Iraq (UNAMI) maintains a close working relationship with the Independent High Electoral Commission (IHEC) of Iraq, based on the high level strategic and technical advice it provides to the Board of Commissioners (BoC) and the technical departments, respectively. In context of the Council of Representatives (CoR) early election planned for October 2021, UNDP is seeking a National Logistics Consultant to advise and assist the Independent High Electoral Commission (IHEC) in the assessment of the logistics capacity and oversee the packing process of the sensitive materials at the printing facility outside Iraq.

2. Objective:

The current electoral system consists of 83 constituencies, which will require to prepare and distribute sensitive materials such as specific ballot papers and result forms for each constituency. The expected objective of the assignment is to undertake strict quality control measures and to ensure adequate packing of the materials per constituency at the printing facilities abroad.

3. Scope of Work:

The Electoral National Logistics Consultant will report to the UNAMI OEA Senior Operations Adviser.

The Electoral National Logistics Consultant will work closely with IHEC Logistics Department, IHEC Technical Committee mandated to oversee the printing of the ballot papers and result forms and UNAMI Electoral Advisors.

The incumbent will be responsible for:

- Support IHEC Technical Committee and Logistics Team on packing of the materials (ballot papers and results forms) at the printing facility abroad (location to be determined).
- Support IHEC Technical Committee in utilizing strict quality control measures and ensure adequate packing of the materials as defined for each constituency.
- Support IHEC Technical Committee and conduct continues checks at the printing facility to ensure appropriate and specific materials are packed and batched for appropriate constituency and province according to the required quantities and data, as received by IHEC HQ.
- Support IHEC Technical Committee and ensures that the ballots storage facility fulfills the safety, security, and weatherproof standards.
- Support IHEC Logistics Team on the movement of incoming and outgoing materials - ensuring timely supply to HQ, Regional and Provincial Offices responsibly and professionally.
- Support IHEC Logistics Team to conduct assessment of the logistics structure in the field and their capacity to implement the electoral logistics tasks.
- Support IHEC Logistics Team in planning of transportation assets for movement of incoming and outgoing election materials.
- Support IHEC Logistics Team in assessment of the warehouses and its readiness to accept the electoral materials.
- Reinforce advice provided to the IHEC for the strict monitoring of signatures and authorisations of merchandise sent and received.
- Provide regular reports to UNAMI OEA on packing and shipment process of the materials.

4. Deliverables and timelines:

Under the supervision of the Senior Operations Adviser, the consultant is expected to achieve the following deliverables:

Deliverable	Description	Tentative # of days	Estimate dates
Deliverable 1:	Conduct assessment of the IHEC logistics capacity and its readiness to support the electoral operation. Provides adequate recommendations to enhance the supply chain process. Provide Report.	Up to 22 working days	15 June to 15 July 2021

Deliverable 2:	Control the packing process of electoral materials at the printing facility, and ensure materials are divided as per the constituency, as per the quantities determined by IHEC HQ. Provide a progress report of packing according to the constituency and province.	Up to 22 working days	16 July to 15 August 2021
Deliverable 3:	Finalize the packing process of electoral materials at the printing facility, ensure materials are divided as per the constituency, as per the quantities determined by IHEC HQ and provide the shipment plan. Provide a final report on logistics readiness packing process including the challenges encountered.	Up to 22 working days	16 Aug-15 September 2021

5. Institutional Arrangements

- a) Office Facility:
 - In Baghdad, the Consultant will be located in IHEC Office.
- b) Abroad, the Consultant will be located at the printing facility location (to be determined).
- c) Work modality:
 - Work implies frequent interaction with the IHEC Logistics Team, IHEC Technical Committee, and UNAMI OEA Advisors,
- d) Monthly Fee, Mission travel, Daily allowance
 - Monthly: the monthly fee is all-inclusive, except for mission travel. The consultant is fully responsible for the necessary ICT equipment, communication costs, insurance, etc.
 - When abroad the consultant will receive daily allowance in line with UNDP fees and airfare ticket.

6. Timeframe and Estimated workday duration

- The Consultancy service will be required for a period of three months (approximately 22 working days per month)
The Consultant shall be paid for fees per month (approximately 22 working days per month), assuming the UN-standard of 8 hours per day, based on work plan/agreed deliverables and satisfactory performance.
- The consultancy assignment is Baghdad and abroad (location to be determined)
- The contract commencement date is aimed to be by June 15 through September 15, 2021,

7. Payment Method

Payment shall be provided upon satisfactory completion of the deliverables outlined in section 4 Deliverables and timelines and upon submission and acceptance of a report mentioned above.

- Upon completion of deliverable 1 - approximately 33 % (as per the monthly fee and accepted deliverable)
- Upon completion of deliverable 2 - approximately 33 % (as per the monthly fee and accepted deliverable)
- Upon completion of deliverable 3 - approximately 34 % (as per the monthly fee and accepted deliverable)

Payment request submitted by the consultant must be certified by the supervisor(s) specified below and, accompanying by payment invoice. Payments are to be made within 30 days from receipt of the invoice.

8. Reporting

The National Logistics Consultant will report to the UNAMI OEA Senior Operations Adviser.

9. Key Performance Indicators During implementation of Services

Overall, the Consultant's performance will be evaluated based on the following key criteria:

- **Planning and Organizing skills:** Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- **Communication skill:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style & format to match the audience; Demonstrates openness in sharing information & keeping people informed.
- **Client Orientation skill:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Meets time line for delivery of product or services to client.
- **Quality of deliveries:** Professional skill required for delivering outputs will be assessed.
- **Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.**

10. Competencies:

- **Professionalism:** Demonstrates professional competence and mastery of subject matter, notably in-depth understanding of and ability to evaluate electoral logistics and operational processes, and its implication in electoral calendar; provides guidance and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing; shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Team Work:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accept joint responsibility for team shortcomings.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors on-going developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

11. Education and experience

Education: Advanced university degree (master's degree or equivalent) in Business Administration, Economy, Supply Chain Management, Law, Public Administration, or a related field. A first-level university degree, in combination with qualifying experience, may be accepted in lieu of an advanced university degree.

Experience: A minimum of seven years progressively responsible experience in electoral logistics or operational assistance; at least three years' experience in supervising, implementing, and management role is required; previous experience of managing a team of different backgrounds at the senior level and the ability to manage and coordinate complex projects are desirable; experience in bilateral or multilateral negotiations is desirable; experience in supporting technical teams in contract implementation is an asset.

Language skills: Fluency in English and Arabic (both oral and written) is required. The post requires considerable cultural and political sensitivity and an ability to meet deadlines.

Female candidates are encouraged to apply

12. Travel Plan

- The Consultant is contracted as per the above detailed deliverables and is expected to work in Baghdad and abroad (location to be determined). Travels to a different destination other than Baghdad, will be agreed upon and be managed by the contracting entity.

13. Evaluation

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the following scoring
- The top applicant with the Highest Combined Scores and that have accepted the Terms and Conditions will be awarded.

EVALUATION CRITERIA		
Technical evaluation (100 points).		100 POINTS
Academic Evaluation 20 General Experience 20 Specific Experience 60		MAX 100 POINTS
Academic Requirement	Advanced university degree (master's degree or equivalent) in Business Administration, Economy, Supply Chain Management, Law, Public Administration, or a related field. A first-level university degree, in combination with qualifying experience, may be accepted in lieu of an advanced university degree.	<u>20 Points</u>
General Experience	A minimum of seven years progressively responsible experience in electoral assistance.	<u>20 Points</u>
Specific Experience	At least three years' experience in supervising, implementing, and managing of electoral logistics teams is required. Previous experience of managing a team of different backgrounds at the senior level and the ability to manage and coordinate complex projects are desirable. Experience in bilateral or multilateral negotiations is desirable.	<u>45 Points</u>
	Experience in supervision of the contract implementation processes.	<u>15 Points</u>

The selected candidate will be expected to start the assignment upon contract's signature, expected to be in **June 2021.**

Annexes:

Annex 1 - Procurement Notice-Terms of Reference

Annex 2 - Template Confirmation of Interest and Submission of Financial Proposal.

Annex 3 - Individual Consultant General Terms and Conditions.