

Terms of reference (ToRs) for the procurement of services below the EU threshold

Economist for FICC on BCI

**Project number/
cost centre:**

17.2029.1-007.00

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0. Brief information on the project

The Private Sector Development & Employment Promotion (PSD) Project in Iraq is a multi-donor action commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), co-funded by the European Union (EU) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The PSD Project supports governmental efforts of creating conditions for a growth-oriented business and investment climate in central and south Iraq as well as Kurdistan Region of Iraq. It provides advisory services for economic reforms to government partners and supports fact-based policy making through promoting the inclusion of private sector representations, academic institutions and civil society organisations into policy-making processes.

In addition, the PSD Project supports the creation of employment prospects in the private sector for young Iraqis, especially women and returnees, following an integrated approach that combines labour market-driven skills development and job placement measures as well as entrepreneurship development, and advisory services for MSMEs.

Overall, this multi-donor action puts emphasis on developing long-term abilities of its partners such as Ministry of Higher Education and Scientific Research, Ministry of Labour and Social Affairs, chambers and business associations. Special attention is given to sectors with a strong potential for growth such as agribusiness, solar energy, waste management, and hospitality, with a regional focus on Baghdad, Basra, Diwaniyah, Diyala, Erbil and Mosul.

1. Context

The PSD project aims to provide the Iraqi government with additional tools to better assess the economic situation of the private sector, to better identify challenges companies face as well as the effect of already conducted reform measures in certain areas of the Iraqi economy. It also aims at strengthening the position of the private sector by unifying and prioritizing their top obstacles and needs for reform. One of the tools which are supposed to help in this context is a Business Climate Index (BCI). The BCI is planned to implement a standardized approach with the aim to monitor the economic situation in a timely and reliable way. The index is based on a panel survey which at least quarterly conducts qualitative assessments amongst a representative base of enterprises. PSD is establishing the business climate index in Iraq to monitor market changes and translate the results into readable data for the decision makers within the Iraqi government. The PSD project is implementing the BCI in cooperation with the Federation of Iraqi Chambers of Commerce (FICC) guided and assisted by two international experts who have an extensive experience in establishing BCI in other countries. The index allows results variations between companies representing different sectors and different governorates.

The applicant should be responsive to the FICC team inquiries as well as the international consultants i.e., send/receive emails, attend virtual meetings, answer phone calls within the official working hours timeframe as well as the time zone difference.

Therefore, the PSD project is looking for an experienced economist to assist the FICC in better understanding the BCI's role in economic development and in implementing the index accordingly.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Briefing / debriefing

- Review the project-related documents and assess the needs and requirements of the FICC.
- Regularly brief the PSD team on the latest developments, next steps, timeline, and the needs for accomplishments.
- Maintaining direct and regular updates between the FICC and international experts.

Capacity Development

- Support the FICC team in planning, conducting, and participating in the capacity development workshops in Baghdad and/or online conducted by the international experts.
- Actively participate in up to 8 workshops to coordinate between the international experts and the FICC.
- Explain the economic knowledge and the benefits of the BCI to the FICC team.
- Follow up with the FICC team regarding the implementation of the results of the workshops.
- Support the monitoring progress and formulation of the surveys towards the achievement of the private sector development strategies developed by the Iraqi government.
- Conduct regular meetings with the FICC team to assess the teams' capabilities and the required capacity building programs.

Advise to the PSD, FICC, and the international experts on political, economic, and development-related issues

- Provision of advice on possible areas for FICC support and adjustment of on-going surveys to ensure that BCI activities are in line with national policies and priorities of the federal and regional governments (i.e., KRG).
- Identify up to 10 most economically pressing issues to be covered in the surveys and possible solutions proposed in the findings report.
 - The issues should be identified by meetings and consultations with FICC, government and parliament, advisors to the policy makers, the international community, private sector, business associations, and academics based on a comprehensive analysis.
- Identify government bodies and parliamentary committees, which the FICC can share the data of the BCI with.

Communication and coordination

- Conduct regular online meetings with the international consultants to steer the BCI project and what is required to implement the project accordingly.
- Coordination of communication with FICC's partners.
- The reports are produced on a quarterly basis as well as an annual report. Main focus of the contribution is economically. The reports are in both languages, Arabic and English, and may include variations of information depending on the recipient. Therefore, the consultant should support the FICC in producing these reports.

Quality Control & Follow up

- Ensure the periodic report is produced in professional English and Arabic languages, and the information is of relevance to the target reader/receiver.
- Ensure that the team is implementing within the planned timeframe to avoid any delays.

Working Environment

The contractor is required to support the FICC during activities such as the workshops, surveys, data analysis, by being physically in their office.

Period of assignment: From **01.10.2021** until **01.04.2022** with a possibility to extend the contract for another agreed period of time upon the agreement of the contractor.

3. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter **Error! Reference source not found.**), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Expert

Tasks of expert

- See section 3 for details

Qualifications of expert (2.1.1)

- Education/training: master's degree in economics or related fields, PhD is an advantage
- Language (2.1.2): business fluency in English and Arabic
- General professional experience (2.1.3): minimum 5 years' experience in economic policies development, economic analysis, economic surveys, development of post crisis economy.
- Specific professional experience (2.1.4): minimum 5 years' experience in the economy of Iraq development processes, development of regional and/or like-minded economies, conducting surveys and analysis, political-economic analysis and development, private sector policies development.
- Leadership/management experience (2.1.5): minimum 3 years' experience in team leading or management position.
- Regional experience (2.1.6): living in working in Iraq for minimum 5 years
- Development Cooperation (DC) experience (2.1.7): minimum two years' experience with development cooperation agencies.

4. Costing requirements

4.1. Assignment of personnel

On-site assignment for up to **72** expert days (**in total**)

Number of days in **Baghdad** (FICC office or workshop venue) up to **40** days

4.2. Travel

The bidder is required to calculate the travel based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

5.2.1 Only applies if the **contractor is based outside Baghdad**

The contractor will have to travel to Baghdad up to 8 times, if travel restrictions and the security situation in Baghdad allows to do so. Costs for accommodation will be paid by the contractor at the hotel directly at a maximum rate of USD150 per night. Flights will be booked and paid by the contractor himself, GIZ will reimburse the amount of economy class ticket against a proof of payment. Transportation from residence to airport then to hotel and vice versa will also be reimbursed by GIZ upon providing a proof of payment.

5.2.2 If the contractor is **residing in province without an airport**, then he/she has either of the following options

5.2.2.1 If the **consultant does not have** a vehicle, then he/she can commute using a public transportation service but will only be able to reimburse the amount against proof of payment.

5.2.2.2 If the **consultant has a personal vehicle**, GIZ will pay an equivalent USD value to 0.3 EUR/KM and a mileage logbook should be provided.

5.2.3 If the **consultant is residing in Baghdad**, GIZ will pay an equivalent USD value to 0.3 EUR/KM and a mileage logbook should be provided. GIZ will not cover hotel accommodation cost.

Costs for accommodation and transport can only be reimbursed against proof of payment and against of evidence.

Fee days	Number of experts	Number of days per expert	Comments
Fee days	1	Up to 72	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
Hotel accommodation	1	Up to 40	Maximum of USD150 per night
Transportation	1	Up to 32	Refer to 5.2.1 (Residence to airport → Airport to hotel Hotel to airport → Airport to residence) up to 8 times only
		Up to 8	Refer to 5.2.2.1

		Up to 8	Refer to 5.2.2.2
		Up to 40	Refer to 5.2.3
Flights	Number of experts	Number of flights per experts	Comments
Up to 8 return trips	1	8	Economy class
Other costs	Number of experts	Amount per experts	Comments
Per diems	1	Up to 22	

5. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment according to the followings:

1. **The contract period can be extended for an additional 3 months in case of the followings:**
 - a. The project implementation was interrupted for force majeure reasons. And/or;
 - b. The GIZ, FICC, ETH Zurich foresee the need for this extension.
 - c. The extension can be processed upon the availability and agreement of the consultant.
2. **The overall working days can be extended for a maximum of 45 days.**
 - a. Tasks of the consultant could be revised depending on the implementation progress.
 - b. The amended tasks should be within the framework of section 3.
 - c. If new tasks were required to be added, it should be done upon agreement with the consultant.
 - d. The revision of tasks could be done in consultation with FICC and/or ETH Zurich.

GIZ hold the right for the final decision on all the contract extension aspects and processes.