

Call For Expression of Interest (EOI) in Tender for Solicitation to Establish Fee Rates for External Consultant Services

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development with around 16,400 employees. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. As a public-benefit federal enterprise, and on behalf of the German Government, GIZ support many public and private sector clients in around 120 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

Objective:

The GIZ Iraq Country office is inviting Expressions of Interest from qualified individual consultants or companies with expertise in conducting qualitative and quantitative studies. The primary objective is to gain insights into the methodologies and approaches used by different organizations or individual contractors for determining fee rates for short-term consultants.

This initiative aims to establish a comprehensive fee grid to be used as a standard procedure for compensating short-term consultants engaged in various projects across various categories, including Human Capacity Development, IT Services, Training, Media Services, Administration Services, Event Management, Research, Studies, and other consulting services.

Submission Requirements:

Interested consultants or companies are required to submit a letter of interest along with a detailed proposal explaining their methodologies and approaches for conducting the study.

The proposal should include:

1. Technical Proposal:
 - Outline the approach and methodologies to be used in conducting the qualitative and quantitative study.
 - Clearly define how the set of criteria for fee rate calculations will be investigated.
2. Experience:
 - Provide details of previous experience in conducting similar studies or projects. Highlight any expertise in benchmarking and documentation of fee grids.
 - Provide two reference projects in the technical field of Qualitative and Quantitative Studies
 - Provide 3 reference projects in Iraq in the last three years.
 - Prove of regional experience
3. Timeline:
 - Propose a detailed timeline for the completion of the study, including key milestones.

Additional Requirements; Formal Requirements:

a. For Companies:

The interested companies should include the following documents in their submission:

- Introduction of the firm/company
- Scanned copy of the license and registration for working in Iraq and KRI.
- Bank data with all details from a local bank (Bank Name, Account Holder, IBAN).
- Affidavit confirming no blacklisting, litigation, or involvement in the last two years.
- Annual turnover for the last three financial years.
- Structure of the company and number of employees.
- Reference of similar implemented projects, including values in the last three years.
- Letter to GIZ expressing interest in participating in the tender.
- Full names of owner and representatives, with their signatures' samples.
- Stamp samples.

b. For Individual Consultant

The interested individual should provide the following:

- CV
- National ID and Passport
- Bank Account Detail
- Letter to GIZ expressing interest in participating in the tender.
- Affidavit confirming no blacklisting, litigation, or involvement in the last two years.
- Reference of similar implemented projects, including values in the last three years.

Eligibility:

The information provided in the sections regarding the Technical Proposal, Experience, Timeline, and Formal Documents will undergo an evaluation process. The assessment of this information will play a crucial role in determining your eligibility for participation.

Submission Guidelines:

Interested companies and individual consultants must submit the aforementioned documents and complete contact details before the specified date via email to procurement.iraq@giz.de . Non-compliance may result in the submission being deemed non-responsive. The email subject line should be **"Expression of Interest (EOI) in Tender for the Solicitation to Establish Fee Rates for External Consultant Services in Iraq"**.

The deadline for submission is set for 23.01.2024 at 17:00. Late submissions, whether from companies or individual consultants, will unfortunately lead to exclusion from consideration. This expression of interest is a market search for qualified suppliers and companies. GIZ keeps the right to the appropriate selection of the best-qualified consultant or companies/firms.

Yours Sincerely,

GIZ Iraq Procurement and Contracting Unit

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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