

IRQ10/IC-001/16
INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
International Consultant
Interpretation/Translation Services

4 January, 2016

Location :	Home Base with travel to various locations.
Vacancy Type :	External
Application Deadline :	14 January, 2016, 17:00 hours Iraq Time
Additional Category	Local Area Development Programme (LADP)
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English and Arabic
Starting Date : (date when the selected candidate is expected to start)	15 January 2016
Expected Duration of Assignment :	One year

Proposals should be submitted to the following e-mail address no later than **17:00 hours, 14 January 2016, Iraq Time**

IC1.undp.iq@undp.org. (It is a **MUST** to indicate the Procurement Notice Number in the e-mail subject box). Any request for clarification must be sent to the following e-mail address: siham.osman@undp.org

The Procurement Unit will respond by email, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates are requested to submit the following documents:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 2)
- [UNDP Personal History form \(P11\) \(Annex 3\)](#), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided in (Annex 4);
- Brief description of why the individual considers him/herself as the most suitable for the assignment; and
- Any other information that the applicant finds relevant.

The financial proposal shall indicate the total amount required for covering all aspects of the assignment broken down into the following:

- The lump sum amount must be “all-inclusive” All costs (professional fees, travel/transportation costs, living allowances, communications, consumables, etc) required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travels incurred to join the duty station/ repatriation travel. It is UNDP policy to provide international consultants with economy class ticket. Should the contractor wish to travel on a higher class s/he should use his/ her own resources to pay the difference.

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

Annex 1 - Terms of Reference

Annex 2 - Letter of Confirmation of Interest and Availability

Annex 3 - UNDP Personal History form (P11)

Annex 4 – Financial Proposal

Annex 5 - Individual Consultancy General Terms and Conditions