



Ministry of Interior Joint Crisis Coordination Centre

National Law and Governance Consultant

Terms of Reference

Title:	National Law and Governance Consultant
Duration of Assignment:	5 months – to be agreed whether the consultant will work full or part-time
Type of contract:	National Consultant
Language requirements:	Excellent command of Kurdish and advanced English language skills
Duty station:	Erbil with possible travel to other locations in the Kurdistan Region of Iraq
Start Date:	ASAP

A. Project Description

The Crisis Response and Resilience Programme (ICRRP) of the United Nations Development Programme (UNDP) aims to build the resilience of the communities that are most affected by displacement of refugees and internally displaced Iraqis.

Component one of the ICRRP is focused on supporting the Government of Iraq (GoI) and the Kurdistan Regional Government (KRG) in enhancing their institutional and technical capacities in crisis response coordination and progressively build national systems and frameworks for effective disaster and crisis management. UNDP's support to the GoI and KRG constitutes an investment in the important national and regional agendas to solidify the regulatory, institutional and administrative arrangements for holistic and effective disaster risk reduction, effective societal preparedness, timely and efficient response to emergencies and rapid recovery in the aftermath of a disaster/crisis. UNDP's support to the KRG is channeled primarily through the Ministry of Interior's Joint Crisis Coordination Centre (JCC) and its offices in the three governorates of Erbil, Dohuk and Slemani (Suleymanieh).

The JCC was established in September 2014 and officially launched in May 2015. It is established through order #5719, – September 2014 and the mandate (No 1, of 2015) of the KRG Council of Ministers. The head office is a

directorates general within the Ministry of Interior and headed by a Director General under the direct supervision of the Minister of Interior. The governorate offices are directorates within the offices of their respective Governors. These offices have an administrative line of reporting to the governors and a dotted technical reporting line to the JCC head office. The network of JCC offices are formally mandated to coordinate all matters related to crisis management and response in the Kurdistan Region. The head office focuses on strategic matters while the governorate offices are mandated to coordinate and support operational management and response to crises.

In May 2017, the KRG Council of Ministers endorsed the JCC's strategic plan for 2017-2020 to lead the KRG in building a full-scale disaster and crisis management system. As a first and principal step towards system building, the strategic plan calls for a comprehensive study in order to develop a system blueprint based on international experiences, guidelines and best practice but tailored to the contextual reality and conditions of the KRI. The JCC and UNDP have therefore agreed to compose a team of national and international experts to carry out the study and develop a blueprint. An important member of this team is a National Law and Governance Consultant.

B. Scope of Work of the National Law and Governance Specialist

The national consultant is responsible for a review of the KRI legal, political, cultural and geographic factors affecting disaster and crisis management. Moreover, the national consultant will be responsible for providing sound and accurate advice and recommendations to the team leader of the study and the other experts. The findings of this socio-political analysis will feed into the design of a blueprint for a disaster and crisis management system in the KRI. The national consultant will report to the JCC Director General (who will also be the team leader for the study). More specifically, the Consultant shall assume the following duties:

- In close coordination with the other members of the team, conduct an analysis of the KRI legal, cultural (socio-economic), political (administrative/institutional) and geographic factors affecting the design of regional disaster and crisis management system;
- Organize, facilitate or participate in seminars and round-table discussions to capture the KRI-specific contextual factors that affect the design of a regional disaster and crisis management system;
- Work closely with the study team and provide continuous input, recommendations and advice to the team leader and other experts for successful completion of the study and design of a regional disaster and crisis management system;
- Assist the international specialist to formulate a law and policy framework that the KRI could adopt for an effective regional disaster and crisis management system;
- Assist the international expert to develop a consolidated blueprint for a disaster and crisis management system for the KRI;
- Other tasks and activities as relevant for successful completion of the assignment.

C. Expected Outputs and Delivery Timeframe

Deliverable/output	Time-frame	Location
1. Monthly progress reports submitted and approved by the JCC	At the end of every month	Erbil, Iraq

D. Institutional Arrangement

- a) The consultant is expected to work as a member of the study team and report to the JCC
- b) The consultant is expected to adjust and harmonize his/her working hours, location and priorities with the work of the study team;
- c) The consultant will work from the offices of the JCC.

E. Duty Station

Erbil with possible travel to other KRI governorates

F. Qualifications of the Successful Contractor

An advanced university degree in a relevant field of study such as law, policy, governance, public administration, political sciences and other similar fields of study. Additional trainings relevant to the assignment are an asset.

Work experience:

- Minimum five (5) years of professional experience in a relevant field with an public administration, geopolitical issues in Iraq and the KRI, national and regional laws and policy frameworks;
- Past experience in conducting political, administrative and legal analysis and studies in the KRI;
- Extensive knowledge and experience in the political, administrative and governances systems of the KRI;
- Past experience in planning and facilitating seminars, conferences and other similar consultation and discussion events.

Skills:

- Excellent command of Kurdish and advanced English language skills;
- Strong analytical skills and capacities;
- Strong verbal and written communication skills;
- A pragmatic mind-set able to identify effective solutions;
- Strong interpersonal skills;
- A successful team player.

Competencies

- Fully abide by the policies, laws and regulations of UNDP and KRG;
- Demonstrates a strong work ethic and professional integrity;
- Is respectful of the mandates and roles of different UN and KRG partners and is able to build and sustain productive and mutually beneficial partnerships;
- Displays gender, religion, ethnic, age and cultural sensitivity and adaptability;
- Consistently approaches work with energy and a positive, constructive attitude;
- Is a team player with strong sense of initiative and responsibility;
- Safeguards and serves the principles of accountability and transparency;
- Is able to navigate and produce results within a complex and challenging environment and under time-pressure.

G. Application

Interested professionals are invited to submit their application consisting of:

- A Cover Letter detailing the experiences, skill and knowledge that are of relevance to the assignment
- A detailed CV outlining educational background and previous experiences, including references with

contact details

- A financial offer in terms of expected fee rate and other financial costs

The full contracted amount will be disbursed as per the below payment plan unless otherwise agreed between UNDP and the consultant.

Payment	Description	Time Frame	% of full contract amount
Output/deliverable 1	Monthly progress reports that are approved by the JCC	At the end of every month	Agreed monthly compensation is paid against each approved monthly report

H. Criteria for Selection of the Best Offer

The following criteria shall serve as basis for evaluating offers:

- Combined Scoring Method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted with a maximum of 30%.
- Only candidates obtaining a minimum of 70% points in the technical evaluation will be considered for financial evaluation.

Note: In addition to the desk review of the CV and technical proposal, an interview might be held with the shortlisted candidates.

Technical Criteria Weight

Evaluation Grid		Weight	Total Obtainable Marks
• Technical Evaluation Criteria		70%	700
Criteria A: Work Experience	Minimum five (5) years of professional experience in a relevant field with an public administration, geopolitical issues in Iraq and the KRI, national and regional laws and policy frameworks	20%	200
	Past experience in conducting political, administrative and legal analysis and studies in the KRI	20%	200
	Extensive knowledge and experience in the political, administrative and governance systems of the KRI	10%	100
	Past experience in planning and facilitating seminars, conferences and other similar consultation and discussion events	5%	50
Criteria B: Language	Excellent command of Kurdish and advanced English language skills	5%	50
Criteria C: Education	An advanced university degree in a relevant field of study such as law, policy, governance, public administration, political sciences and other similar fields of study. Additional trainings relevant to the assignment are an asset.	10%	100
Sub-Total (A)		70%	700
• Financial Evaluation Criteria		30%	300
• Financial Proposal (Please refer to the Breakdown of Costs Template (Annex 4) for detailed preparation of financial proposal)			
SUB TOTAL (B)		30%	300
GRAND TOTAL (A+B)		100%	1000

Kindly mark your application under “National Law and Governance Consultant” and submit to the following email addresses:

admin.jcc@moi.gov.krd

jcc.moi@jcckrg.org