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**Request for Expression
Of Interest**

**Republic of Iraq
Babil Province**

REFERENCE: 226-1-11-169

DATE: 5 Jan 2014

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PROJECT NAME & ID: *Design, Studies and Consulting Service for Babil Governorate*

REQUEST FOR Expressions of Interest: *Babil governorate, wants to hire an international consulting firm helping in implementation of the 2014 investment plan and in developing five (5) years strategic plan for the governorate 2015 - 2020, which should include urban and rural areas.*

The Implementing Agency above n own invites the eligible consultant to indicate their interest in providing the services hereinabove.

The Implementing Agency above will finance this consultant services through the Federal Budget of The government of Iraq.
Consultant selection will be [*Quality selection procedure*]

The last date to receive the Expression of Interest from Consulting firms will be 7th of Feb 2014

Interested consultants must provide information indicating that they are qualified to perform the services as list below

- 1- Presentation of the firm
 - Company profile; the establish of consulting firm not less than 10 years
 - Fields of specialization and organization
 - Accreditation
 - 2- Description of similar assignments
 - 3- Technical capabilities
 - 4- Experience in Iraq
 - 5- Experience in The Middle East – Last 5 years
 - 6- Availability of appropriate skills among staff
 - Staff profile
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- 8- Any certification obtained by the company .
- 9- Any other information that certifies your qualification to perform the above mission.
- 10- The consultant firm should be from eligible country.
- 11- Consultants may be invited to give a presentation on his firm qualification and capability to perform the above mission.

The Implementing Agency will select the best qualified and most experienced Consultant on the basis of the EOI submitted and request the submission of a combined technical and financial proposal in respect of the assignment.

The Implementing Agency will negotiate the contract on the basis of the technical and financial offer.

Expressions of interest must be delivered to the address below by [*Babil province-contracts department*].

Interested consultants may obtain further information at the address below during office hours [8:00 am – 3:00 pm].

The Consultancy assignment required is described in detail in the Statement of Requirements (Terms of Reference) attached.

Address: [*Iraq- Babil province- Building governorate- Babil Qr.*]
E-mail: babilgov@yahoo.com
Web site: <http://www.babelprovince.org/>

Office: [*contracts department*]
Attn: [*Mr. Fadhil Medhat- Director of contracts department*]
Tel: [00964 780 1984 427]
E-mail en_fadhel@babelprovince.org

Sincerely

Sadeq Madlol

Governor of Babylon

TERMS OF REFERENCE

1. BACKGROUND

Babil governorate is an important governorate with diverse economic and urban potentials. Babil encompasses villages, rural areas and archeological areas.

The area of the governorate is 5119 sq km, with population of 1,800,000. Babil governorate is composed of four judiciary areas: Al Hilla (41%); Al Hashemia (23%); Al Musiab (19%); and Al Mahaweel (17%).

The governorate assists sectorial ministries in implementing their investment plans. These sectorial ministries are: Education; Roads and Bridges; Health; Electricity; Water; Sewage; Municipalities; Agriculture; Environment; Communication; Security; Tourism; Archeology; Endowment; Social Services; Transport. Sectorial ministries provide the governorate with the designs for their projects, and the governorate implements the procurement till the award stage.

Currently, Babil governorate has organizational plan reflecting future expansion till 2035.

Babil governorate, herein after called “the **Client**”, wants to hire an international consulting firm helping in implementation of the 2014 investment plan and in developing five (5) years strategic plan for the governorate 2015 – 2020, which should include urban and rural areas.

2. OBJECTIVES

The main objectives of this consulting services assignment are:

1. Assist in the implementation of the governorate’s 2014 investment plan; and
2. Develop five years strategic plan 2015-2020.

3. SCOPE OF WORK

3.1 Implementation of 2014 Investment Plan

The specific tasks under this component shall include, but not necessarily be limited to the following:

3.1.1 Review and Modification Stage

A. Babil Governorate 2014 Investment Plan

- Review the current 2014 investment plan of the governorate;
- Submit report to the Client stipulating comments, recommendations for improvements and prioritize the projects of the 2014 investment plan, works and goods, accordingly;
- Submit final 2014 investment plan incorporating the Client’s comments;
- Once the Client grants its approval, the Consultant shall conduct review of the projects’ documentation, drawings, specifications, bills of quantities and cost estimate;

- Provide the Client with report stipulating his comments on the documents reviewed with recommendations for modifications and improvement;
- Depending on the volume of the required modifications, and upon completion of the Client's review, the Client may request that the Consultant make the changes provided the cost of the changes constitutes less than 1% of the cost estimate as well as the Client may request the Consultant to produce new design¹, in addition to cost estimate reflecting prevailing market prices;
- Obtain the approval of the Client on modifications and/or new design;
- Undertake the above listed tasks with respect to reviewing specifications and cost estimates of any required Good;
- Provide the Client with report stipulating modifications and improvements reflecting internationally recognized and accepted standards and specifications for the required Goods;
- The Consultant shall make the necessary modifications and improvements to the specifications of the required Goods in whole or in part/s and shall revise the cost estimate accordingly;
- The Consultant shall start developing procurement plan for the 2014 investment plan as modifications to existing designs and new designs are developing;
- Provide the Client with the procurement plan, as it is developing, for review and approval. The Consultant shall continue to update and develop the procurement plan as work continues and develops; and
- Prepare monthly progress report to the Client during this stage stipulating tasks completed and deliverables.

B. Sectorial Project Documentation and Designs

- Review existing sectorial project documentation and designs;
- Provide the Client with recommendations to improve the designs, if needed;
- Obtain the Client's approval on the proposed modifications;
- Provide the Client with improved sectorial designs;
- Analyze the existing urban and rural sectorial infrastructure and provide the Client with needs for service and development needs covering all urban and rural areas of the governorate; and
- Obtain the approval of the Client on the proposed needs.
- **The Consultant shall complete tasks under this stage by end of the first quarter of 2014.**

3.1.2 Project Tendering and Contract Award Stage

- Provide the Client with project implementation plan stipulating human, financial and other required resources for the proper start-up of the project;
- Provide the Client with qualification evaluation criteria for each project;

¹ New Design: soils investigation, architectural, structural, mechanical, electrical drawings, technical specifications and bills of quantities.

- Review works and goods evaluation reports and recommendations to award;
- Provide the Client with his comments on the evaluation reports and the recommendation to award for its review and endorsement.

3.1.3 Supervision of Implementation of Projects Stage

- Assist the “Resident Engineering Department” and provide Upper Hand Supervision² with regards to supervision of the projects;
- Develop project management manual including necessary forms for project supervision;
- Submit draft project management manual to the Client for review and or approval;
- Submit final project management manual incorporating Client’s comments;
- Train twenty (20) engineers from the Resident Engineering Department on project management (technical, financial and administration aspects);
- Conduct two monthly sites visits and other site visits when requested by the Client;
- Submit monthly report³ to the Client stipulating percentage completion of the works, observations during the site visits and recommendations vis-a-vie improvements;
- Provide “on-the-job” training and guidance to the Resident Engineering department in the offices or on site as needed;
- Evaluate executed works ensuring that the works were executed in accordance with the drawings and specifications and that testing was conducted in compliance with the specifications;
- Approve, reject and or issue instructions to remedy defective works, if any;
- Review payments submitted by the contractors and suppliers ensuring that payments reflect executed works and supplied goods;
- Review, evaluate and make recommendations to the Client with regards to variation orders and extensions of time that may arise during project implementation;
- Approve, reject or issue instructions regarding variation orders and extension of time;
- Upon completion of the project, evaluate the performance of the Resident Engineer, the supervisory staffs, contractors and suppliers making recommendations for improvements for the next project or goods supply;
- Review “As Built” Drawings ensuring that it reflects executed works and submit to the Client written confirmation to that effect;
- Upon completion of the project, submit final draft report to the Client including final review and evaluation of executed works, payments, variation orders etc. ensuring compliance with drawings and specifications and all activities carried out by the Consultant vis-a-vie 2014 investment plan; and
- Submit final report incorporating the Client’s comments.

² Upper Hand Supervision means not the day to day supervision.

³ See proposed contents of the monthly report under reporting obligations.

3.2 Develop five years strategic plan 2015-2020

The specific tasks under this component shall include, but not necessarily be limited to the following:

3.2.1 Development of the plan

4. Develop NEW sectorial designs in stages as may be requested during the 2014 year;
5. Prioritize these new sectorial designs according to the needs of sectorial ministries;
 - Review the existing plan of the governorate and provide recommendations for modifications and improvements;
 - Obtain the Client's approval on the review and the recommendations;
 - Develop new strategic plan for the years 2015 – 2020 divided on yearly basis taking into consideration the development plans, visions and needs of all sectorial ministries for the governorate;
 - Based on the new five year strategic plan, develop project lists prioritized according to the needs of the governorate and the sectorial ministries;
 - Obtain the approval of the Client on the new strategic plan and the prioritized projects lists;
 - Once the Client's approval is secured, prepare the designs for the projects, as divided on yearly basis, in the plan;
 - Prepare cost estimate for projects to be implemented during the year 2015;
 - Conduct feasibility study for the 2015 projects for strategic project according to request of Client;
 - Prepare procurement plan for the 2015 projects;
 - For each project, develop evaluation qualification criteria, project administration plan including human and financial resources required during implementation; and
 - Assist the Client in the tendering and contract awards stage as stipulated under paragraph 3.1.2 above.

5.1.1 Support to Local Governments

- Develop project selection criteria according to sectorial needs and population density;
- Develop project plan on the basis for immediate, medium and long term implementation;
- Develop organizational structure for project administration distributing tasks;
- Provide consultation when requested;
- Provide necessary project supervision to the projects as detailed under 3.1.3 Supervision of Implementation of Projects Stage above;

3.2.3 Develop Organization Structure for the Reconstruction commission

- Meet with the head of the reconstruction commission and obtain all information on the commission;
- Review the current organizational structure;
- Propose new organizational structure to the reconstruction commission with job description for each position on the structure;

- Obtain the commission approval on the proposed structure and job description;
- Prepare capacity building plan stipulating necessary training inside and outside Iraq including cost estimate for each training; and
- Prepare final report including the organizational structure and job descriptions as approved by the commission.

3.2.4 Develop Computerized Project Management Program

- Discuss and agree with the Client on the required information and parameters the computerized project management program should generate;
- Develop computerized project management program to manage all activities agreed upon;
- Assist the Client in appointing a manager for this program; the manager will be responsible for managing the program, collecting data from the various departments, feeding the program with the data, producing monthly prints of parameters and distribute to decision makers;
- Operate and test the program for three months making test runs, as the need may arise, ensuring that the program is producing the desired results;
- Discuss the test runs with the Client and make any modifications, if requested;
- Produce test runs again ensuring that the program is complete and fully operational;
- Ensure that the program is capable of producing prints/reports for different timeframes; daily, weekly, bi-weekly, monthly, semi-annual and annual reports;
- Ensure that the program is capable of producing prints/reports for separate parameters or group of parameters, as may be needed;
- Ensure that the program is capable of producing charts and graphs in different formats and colors;
- Develop capacity of at least three staffs, including the program manager, on managing the program, including troubleshooting; One of these staffs should be information technology specialist;
- Provide the staffs with use name and pass word;
- Discuss and agree with the Client on where to install the program;
- Hand over the program to the Client and obtain final approval from the Client on the program;
- Produce Final Completion Report on this task, highlighting work done and completed, problems faced during developing the program and solutions adopted and recommendations for producing similar computerized programs in the future;
- Submit the report to the Client and obtain approval on the contents of the report; this can be included of be part of the current monthly progress report.

After the handing over to and approval of the Client of the Computerized Monitoring and Evaluation Program, this program shall become the property of the Governorate who shall have the right to update and modify as the need arise and the Consultant shall have no claims to any intellectual rights in this regards. The Consultant understands and agrees to this statement.

6. TIMEFRAME AND DELIVERABLES

Deliverable	Day⁴	Activity
1.	1	Signing of Contract between the Client and the Consultant
	15	Inception report
	21	Client to submit comments, discuss and agree with the Consultant on modifications, if any.
2.	22	Submit final Inception report
3.1 Implementation of 2014 Investment Plan		
3.1.1 Review and Modification Stage		
A. Babil Governorate 2014 Investment Plan		
3.	30	Submit report to the Client stipulating comments, recommendations for improvements of the 2014 investment plan and prioritize the projects, works and goods.
	35	Client to submit comments, discuss and agree with the Consultant on modifications.
4.	40	Submit final 2014 investment plan incorporating the Client's comments.
5.	50	Submit report stipulating his comments on projects' documentation, drawings, specifications, bills of quantities and cost estimates and recommendations for modifications and improvement. The report shall include comments on the specifications and cost estimate of the required goods and recommendations for modifications and improvement.
	57	Client to submit comments, discuss and agree with the Consultant on modifications.
6.	100	Submit new designs and cost estimate of projects on the 2014 investment plan, also submit modified specifications and cost estimate for the required goods.
7.	110	Submit procurement plan for the 2014 investment plan
8.		Monthly progress report
B. Sectorial Project Documentation and designs		
9.	30	Submit report with comments on sectorial designs and recommendations for modifications

⁴ Calendar Day

	35	Client to review and provide comments and or approval to develop new sectorial designs.
10.	45	Submit improved sectorial designs
11.	60	Submit findings on the existing urban and rural infrastructure including needs for services and development needs for the urban and rural areas.
	75	Client to review and provide comments and or approval on the findings and proposed needs for urban and rural areas.
12.	100	Submit new sectorial designs in stages as requested during the 2014 year.
3.1.2 Project Tendering and Contract Award Stage		
13.	105	Submit: <ul style="list-style-type: none"> • Project implementation plan; • Qualification evaluation criteria
14.		Review works and foods evaluation reports and provide comments and or recommendation to endorse the recommendation to award. This is a continuous activity.
3.1.3 Supervision of Implementation of Projects Stage		
15.	110	Submit draft project management manual to the Client for review and or approval
16.	115	Submit final project management manual incorporating Client's comments
17.	125	Train twenty (20) engineers from the Resident Engineering Department on project management (technical, financial and administration aspects)
18.		Two monthly site visits and monthly progress report. Continuous deliverable.
19.	350	Review "As Built" Drawings ensuring that it reflects executed works and submit to the Client written confirmation to that effect
20.	355	Submit final draft report to the Client including final review and evaluation of executed works, payments, variation orders etc. ensuring compliance with drawings and specifications and all activities carried out by the Consultant vis-a-vie 2014 investment plan
21.	360	Client to submit its comments and or approval to the final draft report
22.	365	Submit final report incorporating the Client's comments

3.2 Develop five years strategic plan 2015-2020		
3.2.1 Development of the plan		
23.	30	Review the existing plan of the governorate and provide recommendations for modifications and improvements
24.	60	Submit new strategic plan for the years 2015 – 2020 divided on yearly basis taking into consideration the development plans, visions and needs of all sectorial ministries for the governorate
25.	100	Submit designs for the projects that are included in the plan, including: <ul style="list-style-type: none"> • Cost estimates for projects to be implemented during year 2015; • Feasibility studies for these projects; • Procurement plan for the 2015 projects.
26.	120	Develop and submit evaluation qualification criteria, project administration plan including human and financial resources required during implementation
		Project supervision as detailed under 3.1.3. This is a continuous activity
3.2.2 Support to Local Governments		
27.	45	<ul style="list-style-type: none"> • Submit project selection criteria according to sectorial needs and population density; • Develop project plan on the basis for immediate, medium and long term implementation; • Develop organizational structure for project administration distributing tasks;
		Project supervision as detailed under 3.1.3. This is a continuous activity
3.2.3 Develop Organization Structure for the Reconstruction commission		
28.	45	Submit proposed new organizational structure to the reconstruction commission with job description for each position on the structure
	50	Client to submit comments and or approval
	55	Submit final organizational structure to the reconstruction commission with job description for each position on the structure
29.	60	Prepare capacity building plan stipulating necessary training inside and outside Iraq including cost estimate for each training; and
30.	65	Prepare final report including the organizational structure and job descriptions as approved by the commission

3.2.4 Develop Computerized Project Management Program		
31.	45	Develop and submit computerized project management program to manage all activities agreed upon
32.	50	Operate and test the program for three months making test runs, as the need may arise, ensuring that the program is producing the desired results
33.	120	Discuss the test runs with the Client and make any modifications
34.	125	Produce test runs again ensuring that the program is complete and fully operational
35.	130	Develop capacity of at least three staffs, including the program manager, on managing the program, including troubleshooting
36.	140	Hand over the program to the Client and obtain final approval from the Client on the program
37.	145	Draft final completion report submitted to the Client for review and comments, if any.
	150	Client to submit comments, discuss and agree with the Consultant on modifications, if any.
38.	155	Final Completion report submitted incorporating Client's comments

4 REPORTING OBLIGATIONS

The Consultant shall submit the following reports for the duration of the assignment:

5.1 Inception Report:

The Consultant shall submit to the Client inception report in **three (3)** copies, including the following:

- a) Statement on the justification and feasibility of the assignment for implementation;
- b) Proposed timeframe and deliverables to carry out the assignment; and
- c) Proposed activities to be performed by his personnel.

The Client shall review the report, provide comments and/or approval. The Consultant shall submit final version in **three (3)** copies to the Client after incorporating the Client's comments in the report.

5.2 Monthly Progress Report:

The Consultant shall submit on or before the 15th of each month to the Client monthly progress report in **three (3)** copies, summarizing the following:

- a) Work completed during the previous month;

- b) Percentage completion of the projects;
- c) Tests performed and results of each test;
- d) Accumulative financial status, payments made to the Contractors, up to the reporting month and projections for payments for at least the upcoming three months;
- e) Consultant's team who performed the work;
- f) Deliverable thus far completed under the contract;
- g) Problems encountered, if any, and solutions adopted;
- h) Expected problems to be encountered and proposed actions by the Client, or by the Consultant;
- i) Accumulative financial status, payments made to the Consultants, up to the reporting month and projections of payments for at least the upcoming three months;
- j) Updated procurement plans; and
- k) Charts and graphs as needed.

The Client shall review the report, provide comments and/or approval. The Consultant shall submit final version in **three (3)** copies to the Client after incorporating the Client's comments in the report.

5.3 Final Completion report:

Before completing the assignment, the Consultant shall submit to the Client in **three (3)** copies a final completion report for its review. This report must include the following:

- a) All activities performed by the Consultant to complete the assignment;
- b) All problems, design, supervision, procurement and any other issues, if any, encountered while working on the assignment and solutions adopted;
- c) Statement showing accumulated payments made by the Governorate to the Consultant;
- d) Complete list of deliverables as approved by the Directorate; and
- e) Consultant's recommendations to the Client on similar future assignment.

The Client shall review the report, provide comments and/or approval. The Consultant shall submit final version in **three (3)** copies to the Client after incorporating the Client's comments in the report. The report shall be Press Printed with Plastic Cover both sides.

5 TRAINING OF CLIENT'S PERSONNEL

The Consultant shall provide training for twenty technical staffs on office administration and for a period of twelve months, inside and outside Iraq. The Consultant shall include training program in his technical proposal.

6 CLIENT MANAGEMENT TEAM

The Client shall establish project management team headed by a manager and other staffs. The specific tasks the project management team shall include, but not necessarily be limited to the following:

- Assist the Consultant in carrying out his duties;
- Supervise the Consultant work and tasks performed by his personnel ensuring timely deliverables and good quality services rendered;
- Audit and execute payments to the Consultant ensuring timely execution;
- Review Consultant's deliverables ensuring compliance with the contract and good quality.

7 DATA, SERVICES AND FACILITIES PROVIDED BY THE CLIENT

The Client shall provide the Consultant with the following:

- Required office space in the governorate building;
- All available data, reports, studies, investment and operational plans;
- Assist in obtaining Visas for the Consultant's personnel;
- Assist in customs clearance for any equipment; tools etc. that the Consultant may need to bring from abroad to carry out the assignment; and
- Any assistance as the need arise that the Consultant will need to carry out the assignment.

8 CONSULTANT'S KEY PERSONNEL

The Consultant shall make available the following key personnel for the execution of the assignment:

- Project manager, with twenty (20) years' experience in Planning and Management; full time 12 months.
- Computer programmer, with ten (10) years' experience in developing computerized program; part time five (5) months.
- Human resources specialist, with ten (10) years' experience in developing organizational structures and job descriptions; part time one (1) month;
- Senior Architect, with 20 years' experience in design; Twelve (12) months;
- Junior Architect, with 10 years' experience in design; Twelve (12) months;
- Civil Engineers, two numbers each, with ten (10) years' experience in design and supervising consulting services assignments. Twelve (12) months.
- Electrical Engineer, two numbers each, with ten (10) years' experience in design and supervising consulting services assignments. Twelve (12) months.
- Mechanical Engineer, two numbers each, with ten (10) years' experience in design and supervising consulting services assignments. Twelve (12) months.

- Other sectorial Engineers and Experts on short term basis three (3) months each as may be needed during the consulting services assignment. Each expert shall have at least fifteen (5) years' experience in his or her field of expertise.

The Consultant shall employ and make available for the execution of this assignment all needed sectorial experts on short term basis. The Consultant shall submit the CVs of these short terms experts to the Client for his review and approval. This assignment will be awarded on the basis of time based contract. The Consultant shall submit staffs remuneration and expenses multiplied by the durations shown above.