

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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Vacancy Code	<b>UNOPS/IQOC/10/021</b>
Post Title	<b>Consultant, mapping and baseline assessment of Iraqi PSD organizations</b>
Post Level	<b>Local ICA level 5 – Equivalent to NOA</b>
Duty Station	<b>Iraq</b>
Duration	<b>2 Months</b>
Closing Date	<b>05 August 2010</b>

### **Project Background**

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Both Iraq and Jordan Operations Centres (IQOC and JOOC) have been established in view of servicing Iraq and Jordan operations, under the MEO Regional Office, namely through the provision of a range of cost-effective project management and related services to the UN clients for results-based solutions that cover logistics, procurement, contract management, personnel recruitment and administration, financial management, institutional strengthening, capacity building and reporting.

### **Duties and Responsibilities**

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The Private Sector Development Programme (PSDP) was designed with Iraqi (public and private) and other international stakeholders in an effort to create and enable an effective, coherent, and comprehensive framework for private sector development in Iraq at both the national and governorate levels in three priority Governorates (Anbar, Basra and Erbil).

This programme has two immediate Objectives:

1. The policy and regulatory environment is more conducive to private sector development; and,
2. Strengthened Economic recovery is achieved in three governorates in the south, central and northern areas of Iraq.

The program's main outputs related to objectives above are:

- 1.1: National capacities for private sector development policies are strengthened
- 1.2: Enhanced access to business finance and improved efficiency of the Public Micro Lending Programme
- 1.3: The operational, regulatory and legislative environment for MSMEs development is strengthened
- 2.1: Local economic strategies and plans are developed in line with national and provincial frameworks in three governorates

## 2.2: Economic and social regeneration pilot projects are implemented in three selected governorates

This programme builds on the joint capacities of UNDP, ILO, UNIDO, FAO, UN-HABITAT, UNIFEM, IOM and CHF, a team of agencies that is led from Baghdad by a core team of three Policy advisors from the leading agencies (UNDP, ILO, and UNIDO) under the overall coordination of a (UNDP) Programme Director.

Within this programme, ILO and UNOPS are jointly responsible for strengthening the operational, regulatory and legislative environment for MSMEs development, developing local economic strategies and plans in line with national and provincial frameworks in three governorates and supporting the regeneration of governorate-level economies and implementing pilot projects in the three selected governorates.

To contribute to the achievement of output 1.3 in particular, UNOPS will contract the services of an independent consultant as described below.

### **Expected result**

The consultant will produce **an independent mapping and baseline assessment** of existing non-governmental private sector development organizations (Associations, NGOs, private consulting firms and other organizations). The mapping will include:

- A. A profile of at least 15 organizations involved in this area, to provide information on strengths and weaknesses with respect to:
  - Ability to represent a sector or a stakeholder group at the policy level (evidence of experience at policy level, access to policy-makers, quality of the consultative process within the organization, evidence of design of policy documents, partnerships with other policy-oriented organizations);
  - Management (existence of strategic planning, product development, general experience and skills of the managers); capacity to mobilize donor/public or other core resources; capacity to mobilize private income through services;
  - Areas of service provision and capacities (description of their experts - their training and experience; types of services provided; numbers and types of clients);
  - Training and capacity building requirements for each organization;
- B. An analysis of gaps in the private sector development field: sectors and services that are not being covered by existing actors;
- C. A mapping of main activities and results from other donor-supported initiatives on enterprise development and BDS (USAID/Tijara in particular, others)

The **mapping study will be 20 to 30 pages long**. It will include a full list of interviews undertaken (with the contact details of the interviewees). At least 3 organizations covering the Kurdistan area shall be profiled. For this purpose, the consultant shall undertake a mission to Erbil to meet key stakeholders and the representatives of the Organizations to be mapped.

### **Key deliverables**

The consultant will implement the following steps and produce the deliverables mentioned below:

- ✓ As a first step, the consultant will produce **a list of organizations to be mapped**. This selection will be based first on a rapid desk research of information on existing organizations (internet,

literature); and secondly on interviews with key stakeholders, that have knowledge about private sector development and supporting organizations in Iraq. The following key stakeholders will be interviewed:

**Iraqi stakeholders:**

- Prime Minister's Advisory Board
- Ministry of Labour and social affairs
- Ministry of Industries and Minerals
- Iraqi Federation of Industries
- Iraqi Federation of Chambers of Commerce (IFCC)
- Iraqi Business Men Union (IBU)
- General Federation of Iraqi Trade Unions (GFITU)

**KRG stakeholders:**

- Ministry of industries
- Erbil Chamber of Commerce
- Sulaymaniyah Chamber of Commerce

**International stakeholders**

- USAID/Tijara
- PSDP programme

- ✓ Conduct Interviews with organizations to be mapped using the standard questionnaire (the draft will be provided); the consultant shall provide the **complete set of filled questionnaires** from the interviews;
- ✓ **Draft mapping study** that aggregates all questionnaires, in 20 to 30 pages.
- ✓ Final **study** following review from ILO/UNOPS

The following criteria will be used by the consultant to select organizations from the mapping, following the key stakeholders interviews conducted as a first step (see above).

- A. Organizations that represent a significant segment of Iraqi private sector businesses and/or that can demonstrate an active engagement in the field of enterprise development; this can include services directly offered to individual enterprises (business development service providers), and services and activities geared towards the development of BDS providers (BDS facilitators);
- B. Organizations that have as per their mandate, statutes, capacities, a national coverage
- C. Have office space, formal contact details (email address, phone numbers, contact person, etc) and permanent staff;
- D. Organizations that have a clearly outlined strategy and that have the capacity to engage in systematic product/service development;
- E. At least 3 organizations covering the Kurdistan Region shall be included in the mapping;

**Timetable and reporting**

The consultant will operate under the overall supervision of the ILO Economic Recovery Specialist and of the UNOPS SMES Development Project Office.

He/she will submit each deliverable to the same persons as described above.

The consultant will perform its duties from August 15<sup>th</sup> to September 26<sup>th</sup> 2010, according to the following timetable:

<b>Deliverable</b>	<b>Timeline</b>
Key interviews and list of organizations to be mapped	August 22 <sup>nd</sup>
Interviews with all mapped organizations and submission of interview sheets	September 12th
First draft of the mapping study	September 19th
Final study	September 26th

### **Required Selection Criteria**

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#### **a. Education**

- Advanced University degree in economics, development studies, social sciences, public administration, business management or other relevant field; a first level of university degree with at least 4 years of relevant experience is acceptable.
- Additional specializations on, enterprise development, labor market, women economic empowerment, are an asset;

#### **b. Work Experience**

- A minimum of 2 years of directly relevant experience in the field of socio-economic development; direct experience in the following fields is a strong asset: local economic development, local governance, post-conflict recovery, business development services and entrepreneurship training.
- Experience with work in an international NGO, UN agency or other international technical cooperation agency is required.
- Experience in project design, implementation and monitoring is required;
- Experience in managing and organizing events including excellent organization skills, ability to follow deadlines, accuracy and attention to details.
- Knowledge and previous experience of conflict contexts is an asset;
- Knowledge and previous experience of the situation in Iraq and in the duty station Governorate is required;
- Proven capacity to interact with a variety of stakeholders, including governmental, nongovernmental partners, and other UN agencies;
- Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate
- Contributes creative, practical ideas and approaches to deal with challenging situations.
- Fluent in English and Arabic both oral and written;
- Knowledge of computer programs with full command of Word and Excel.

#### **c. Key Competencies**

##### **Corporate Competencies:**

- Demonstrates commitment to UNOPS and ILO's missions, visions and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Skills to manage relationships, communicate, and develop people.

##### **Communication Skills:**

- Has an excellent written communication skill, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Has an excellent interpersonal skill, ability to work in a multi-cultural team environment.

- An ability for analytical and strategic thinking and results orientation

**Self management:**

- Self-reliant and able to work independently under minimum supervision.
- Works well under pressure, and in a changing and unstable environment.
- Focuses on results and achievement of milestones.
- Integrity, commitment and respect for diversity
- Able to travel within Iraq Governorates.

**Submission of Applications**

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Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11), to [vacanciesIQOC@unops.org](mailto:vacanciesIQOC@unops.org) . Kindly indicate the vacancy number and the post title when applying (in the subject line by e-mail).

**Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates who are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint the selected candidate at a level below the advertised level of the post.

*\* UNOPS will also accept applications from the interested candidates who do not possess any formal degree, but can demonstrate sufficient (at least 15) years of directly relevant experience with progressively increasing level of responsibility primarily in post-conflict countries.*

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at [www.unops.org](http://www.unops.org) .