

QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

I. Qualification Requirements

- The proposer shall provide a certified copy of its Certificate of Incorporation or other documents setting forth the legal basis of the company, as well as a copy of the agreement made between the various entities¹;
- The proposer shall provide a confirmation/ illustration that his affairs are not under administration by a court or a judicial officer, his business has not been suspended and he is not the subject of legal proceedings for any of the foregoing reasons.
- The proposer shall provide a confirmation/ illustration that his company/organization has fulfilled its obligations to pay taxes and social security contributions.
- The proposer shall provide a confirmation/ illustration that directors and officers have not, within the last five (5) years, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations.
- The proposer shall provide a confirmation/ illustration that the company/organization pursues zero tolerance policy to all forms of corruption, including extortion and bribery.
- The proposer shall provide a statement of his company/organization's ability and readiness to execute an eventual contract in accordance with this RFP and its Annexes/Appendices. Any deviation from the Terms of Reference or other documents contained in this request for proposal shall be clearly expressed.
- The proposer shall provide a statement of his company/organization's capacity of operations including company description, structure and number of employees, practical experience in similar projects, with relevant references to the requirements similar to those constituting the object of this RFP, size of the executed projects and scope of the performed work. In the proposal the proposer should list at least three (3) current major client references with information regarding work and services provided and contact information (company name, phone number, facsimile number).
- If applicable and available, any quality standards certification by an internationally recognized body, e.g. ISO 9001, should be provided.
- English and Arabic language are required.

II. Evaluation Criteria

1. Technical Evaluation Criteria

a. Experience / Profile of Partners

- The international partner should have 10+ years of experience in industrial/economic/private sector development, of which a minimum of 5 years of specialized experience in the

¹ See section 4.3 of the Terms of Reference.

development of industrial zones, including the design, management and financing of the same (Provision of a list of relevant projects completed in this field within the last 10 years required). This experience should also include the completion of surveys/studies/market analyses (Provision of a list of recent contracting services completed in a similar field and of final reports as technical reference required).

- The international partner should have experience in successfully implementing projects in Iraq and the Middle Eastern region and be available to travel to Jordan and Iraq (Provision of a list of relevant projects completed in all target locations required).
- The international partner should possess experience in implementing projects as contractor of international organizations, preferably within United Nations and/or World Bank financed projects (Provision of a list of recently-completed contracts under international organizations-funded projects required).
- The Iraqi partner should be an Iraqi entity with a registered office in Iraq as well as a demonstrated experience in working in at least one of the project target areas (Provision of a list of 3+ projects implemented by the Iraqi partner in Al-Najaf and/or Basra). It should be able to mobilize its own resources to liaise effectively with private sector and government authorities in the target areas while also providing technical, logistical and organizational support to the studies and surveys required under this contract.

b. Key Personnel

- The proposer shall provide a statement that he will assign to the project sufficient number of capable and experienced personnel from his own organization and that the organization's capacity, in terms of qualified manpower resources, is adequate to implement the project within the period of time indicated in the Terms of Reference.
- All the staff proposed to be assigned to the work must have a good knowledge of English.
- The proposer shall provide the names, titles and assignments (functions) as well as the detailed curriculum vitae of the key staff assigned for this contract. The CVs of the key staff should be completed in the most precise detail possible, with particular reference to practical experience of each of the proposed staff. The proposer shall provide the names and qualifications (including description of activities, number of personal employed, references to the clients and completed projects) of the proposed sub-contractor(s), if any, and the extent and nature of such sub-contracting;
- Qualifications of the Team Leader: Qualifications of the Industrial Zone Specialist should be in compliance with the requirements below. The proposer shall provide CV and other qualitative information should be provided:
 - At least 15 years of professional experience in industrial/economic development, of which 5+ years in the field of industrial zone development and management both at policy and implementation levels and in a senior position
 - Solid experience in financial aspects related to industrial zone development and management, in particular in Public-Private Partnership elaboration and set-up
 - First-hand knowledge of institutional setups for regulating and managing industrial zones

- Experience in implementing projects in Iraq and Middle-Eastern countries within UN, World Bank or other international development organizations programmes
 - Familiarity with the private sector, particularly Small and Medium-sized Enterprises
 - Demonstrated knowledge of regional trade and investment dynamics in the Middle-East
 - Experience in establishing and managing an industrial zone in the Middle-East, in a post-conflict country and/or in a transition economy - with institutional and business environments relevant to that of Iraq - would constitute an asset
 - Analytical competence and recognized ability to coordinate a multidisciplinary team
 - Excellent planning, reporting and communication skills
 - Fluency in English; Knowledge of Arabic would be an asset
 - Advanced degree in economics, management, business administration, industrial engineering or any other relevant discipline.
- Qualifications of the National Project Coordinator and other personnel: Qualifications should be in compliance with the requirements below. The proposer shall provide CV and other qualitative information should be provided:
- The Project Coordinator shall have the following qualifications:
 - 10+ years of experience in local economic development
 - Experience in providing direct support to private sector
 - Strong linkages with local institutions and network of private businesses
 - Excellent communication skills in both English and Arabic
 - Ability to identify national/local project resources (surveys, studies ...)
 - Previous experience within international development programmes an asset.
 - The Investment Promotion Specialist shall have the following qualifications:
 - Experience in supporting promotion of/attracting domestic and foreign investment
 - Experience in assisting national/regional Investment Promotion Agencies
 - Experience as part of an industrial zone management team would be an asset
 - Demonstrated knowledge of international and regional trends in investment and trade
 - Experience in the Middle-East required; Experience in Iraq an asset
 - Experience with UNIDO, World Bank or any other international development organizations an asset.
 - The Private Sector Development specialist shall have the following qualifications:
 - Experience in private sector/SME development initiatives
 - Experience in market research and surveys
 - Good analytical (information and data) and writing skills

- Experience in conflict-affected areas
- Previous relevant experience in Iraq an asset.
- The Infrastructure Finance Specialist shall have the following qualifications:
 - Demonstrated experience in financial packages for infrastructure development and in the development of Public-Private Partnership arrangements
 - Experience in the banking system an asset
 - Familiarity with the financial system in Iraq and in the Middle-East
 - Previous experience in Iraq required.
- The Physical Infrastructure and Land Development Specialist shall have the following qualifications:
 - Experience in industrial zone and urban development
 - Engineering or urban planning background
 - Demonstrated experience of land development and infrastructure planning (including energy, water supply, transportation and communication aspects)
 - Previous experience in Iraq/Middle-East preferred
 - Experience in post-conflict environment a strong asset.

c. Methodology and approach

- The proposer shall provide an explanation of the understanding of the work to be performed and the services to be provided and the overall operational plan for the execution of the work;
- The proposer shall provide an explanation of the understanding of requirements and relevance of the proposed methodology for those outputs for which a pre-designed methodology has not been provided by UNIDO;
- The proposer shall be in compliance with proposed timeline and capacity to start promptly;
- The proposer shall provide the Work Plan and Bar Chart for the implementation of the contract showing:
 - Various activities or groups of activities
 - The name/function and duration in work-days of assignment of each of the staff assigned to the contract
 - A work break-down structure (WBS)
 - Time spent in Iraq.
- Any other information the proposer may consider appropriate. However, unnecessarily elaborated brochures and other presentations beyond that sufficient to present complete and effective proposal are not encouraged.

2. Commercial Evaluation Criteria

- The proposer should be a partnership involving one or more international organizations and one or more Iraqi organizations and have a demonstrated experience and legal capacity to operate in Iraq. To be constituted as a consortium is an asset.

- The proposer shall provide a certified copy of the Financial Statements for the last 3 years of business and information regarding all claims, arbitration and other pending legal action concerning your company/organization, including the amounts of any pending claims, arbitration and other pending legal action of claims.
- The proposer shall provide a completed certified Proposer's Financial Statement (the form is enclosed herewith for completion as Appendix 3). Certification shall be normally provided by the bank, insurance company or any other authority customarily providing such certification according to the laws of your country. Please note that proposals submitted without certified Statements run the risk of being rejected.
- The proposer shall provide best, firm, fixed price in EURO to complete the proposed work. The proposals not expressed in EURO shall be converted to this currency, using the United Nations Rate of exchange prevailing on the date of opening and the resulting EURO price will be used for price comparison and in the contract.
- The proposer shall provide the solvency ratio (ratio of current assets to current liabilities). The solvency ratio more than 1 is required.
- Agreement to the UNIDO contractual terms and conditions. The proposer shall provide a statement that the company has carefully reviewed the Model Contract and Annexes and is in agreement with its terms and conditions.
- The proposer shall provide a detailed cost breakdown of the firm, fixed price highlighting the costs foreseen to perform the different activities, divided by main categories (e.g. personnel, travel and local costs, materials, other related costs broken down by items, etc.) in accordance with the instructions. Please indicate separately discounts, if any, which you may grant to UNIDO and the terms of such discounts.
- The proposer shall provide a statement that the company will provide all necessary insurances.
- The proposer shall provide the cash-flow estimate related to the execution of the work under the contract.