**Section II: Schedule of Requirements**

**eSourcing reference:** **RFP/2024/53569**

**Schedule of Requirements/Terms of Reference**

**For the Capacity Building of Beneficiaries, NGOs & Private Sector staff and the Public Sector staff members in Anbar & Ninewa Governorates, Iraq.**

[23056- Local Infrastructure in Rural Anbar- LIRA 1](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.lnxbz9)

[1 BACKGROUND 4](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.35nkun2)

[2 The Project OBJECTIVES 5](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.44sinio)

[3 STRATEGY 6](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.2jxsxqh)

[4 Consultants Responsibilities 7](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.z337ya)

[4.1 Final outputs/ Deliverables: 7](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.sfyodpyo7wn3)

[4.2 Preparation of Training materials 8](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.3j2qqm3)

[4.3 Training for the community members (Beneficiaries) on Operation & Maintenance (50 beneficiaries) 8](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.1y810tw)

[4.4 Civil servants, authority representatives and NGO staff workshops: 9](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.i159kkzddbco)

[4.5 Operation & Maintenance Manual. 10](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.4i7ojhp)

[4.6 Training Execution 10](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.2xcytpi)

[4.7 TRAINING SESSIONS AND DURATION 11](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.3whwml4)

[4.8 Team of required Consultants/ Professionals 12](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.qsh70q)

[4.9 Qualification of Professionals & Terms of Reference 13](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.3as4poj)

[4.10 Training Curriculum Development 13](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.49x2ik5)

[4.10.1 Training Instruction Language 13](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.2p2csry)

[4.10.2 Consultant’s Reporting Requirements 13](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.voepx3b1er6z)

[**5 Payment Schedule 14**](https://docs.google.com/document/d/1ooECzMX7jiaETLqP7r0CBF0RC407oPJt/edit?pli=1#heading=h.1gwfvfh9sym8)

**LIST OF ACRONYMS:**

UNOPS: United Nations Office for Project Services

LIRA: Local Infrastructure in Rural Anbar

KfW: Kreditanstalt für Wiederaufbau (German Development Bank)

O&M: Operations and Maintenance

ESM Environment, Social, Management

NGOs Non-Governmental Organizations

# BACKGROUND

The fight against the Islamic State of Iraq and the Levant (ISIL) across Iraq has resulted in a protracted humanitarian crisis and devastation of several areas. As of 30 June 2020, around 1.4 million people remain displaced[[1]](#footnote-0), and 4.1 million people are in need of humanitarian assistance. Critical infrastructure has been destroyed, leaving areas without access to basic services and full of solid waste. While around 4.7 million people have returned to their place of origin, the returnees remain vulnerable, as they are affected by insecurity, lack of livelihoods, and destroyed or damaged housing. In addition, in areas where ISIL held control, there was a significant number of people who were wounded or otherwise injured, increasing the number of people with disabilities, orphans, and widows who are now in need of support. According to the United Nations Office for Coordination of Humanitarian Affairs (OCHA), two thirds of the returnees were able to return to their homes. However, one third became newly displaced upon arrival, often due to damaged or destroyed housing, which forced the internally displaced persons (IDPs) to seek shelter in damaged houses, occupy vacant ones, or stay with hosts[[2]](#footnote-1). Furthermore, returnees are faced with a lack of basic services such as health care, markets, water, and electricity.

According to a 2018 World Bank report[[3]](#footnote-2)The ISIL occupation negatively affected women and girls, particularly in terms of health, mobility, and social composition, creating extremely vulnerable portions of the population. Early age forced marriage, which is considered a form of gender-based violence, has increased markedly in Iraq since 2014. Men and boys also face unique vulnerabilities because of years of conflict, including recruitment to armed forces and militia groups, targeted abuse and killings, and limited job prospects to support their families. Violence against women and girls, particularly sexual violence, has been a widely used tactic of terror in the armed conflict, increasing the level of threat, both real and perceived, to women and girls. Data on rates of gender-based violence (GBV) in conflict-affected regions are not available. Still, United Nations (UN) agencies and women’s groups working in these regions report sharp increases of GBV in Iraq, more so among IDPs because of the increased interpersonal violence and the breakdown of social and support networks.

Anbar is the largest Iraq governorate covering 138,570 km² in western Iraq. It shares borders with Syria, Jordan, and Saudi Arabia, consisting of 12 districts (Qadha) with a total population of 1,818,318. While Anbar is characterized as one of the driest governorates in Iraq’s western desert, it is rich in oil, gas, and minerals like phosphate, lime, glass sand, etc., in addition to a variety of agriculture production and livestock activities forming an entry to agro-industries in rural areas.

Anbar is one of the governorates which have been severely affected by the protracted crisis in the country. According to the 2019 Humanitarian Needs Overview (HNO) for Iraq, out of the 6 million people displaced during the 2014-2017 conflict against ISIL, 4.1 million people (women 27%, men 27%, girls 23%, boys 23%) require some form of humanitarian assistance. Nearly half of all people in need – more than 1.77 million people – have acute humanitarian needs. Out of the total number of people in acute need, 50% are concentrated in only two governorates – Ninewa and Anbar.

The 2019 HNO also revealed that the IDPs and returnees in Anbar, Ninewa, Salah Al-Din, Diyala, and Kirkuk are facing some critical problems related to the living standard, such as 1) lack of adequate infrastructure to support safe and dignified living conditions, 2) gaps in service delivery and lack of quality standards for basic services, and 3) lack of support for displaced populations and other vulnerable or marginalised groups to become self-reliant and achieve durable solutions. The needs for reconstruction and recovery were estimated to be over IQD 244.84 billion (USD 200 million).

# The Project OBJECTIVES

* Strengthened institutions and systems deliver people-centred, evidence and needs-based, equitable, inclusive and services, especially for the most vulnerable populations.
* Living standards of conflict-affected populations are improved with access to services in selected semi-urban and rural areas.
* Improved quality of services provided to consumers in their categories (household, governmental, industrial, agricultural, and commercial).
* The project Key objective is in line with Iraq’s National Development Plan for 2018–2022, which sets out sectoral priorities for development, with a focus on reconstruction and recovery following years of conflict by Improving the environmental impact of electricity activity by reducing the emissions of (CO2).
* The project approach is directly aligned with the Government’s commitment to achieving Sustainable Development Goals (SDGs) by 2030, and will contribute to the following SDGs:
  + Ensure availability and sustainable management of water and sanitation for all.
  + Ensure access to affordable, reliable, sustainable, and modern energy for all.
  + Build resilient infrastructure by promoting inclusive and sustainable industrialization and fostering innovation.
  + Being able to Implement systematic and meticulous steps for the efficient and sustainable maintenance of local infrastructure, ensuring its continued functionality and longevity.
  + The ability to establish a well-defined process that encompasses regular inspections, prompt identification of maintenance needs, timely scheduling of repairs, and effective coordination with relevant stakeholders.
  + Develop solid protocols for conducting thorough preventive maintenance activities, including routine checks, timely replacements and proactive measures to mitigate potential risks/ breakdowns.

# STRATEGY

The Local Government and the communities struggle for the substantial and durable infrastructures in their area, where significant investments have been made on the infrastructures and rehabilitation works the O&M has still not been considered as a factor of sustainability for the infrastructure assets. The LIRA project agreement and the result framework indicators are consistent with the overall aims of this activity in terms of enhancing the capacity of public sector, private sector and other stockholders individually involved in either implementation supervision or operations & maintenance of projects, i.e management of Quality during implementation, Health, Safety & Environmental mitigations, and finally in operation & Maintenance of the infrastructure projects.

Due to the low technical capacity and awareness especially at the district level, most of the infrastructure projects do not receive substantial O&M services. Absence of a well-established operation & maintenance system, guideline and manual contributes to the severeness of the issue as well. The environmental and social safeguard aspects of the project are also not considered as part of the sustainability framework, and the responsible departments don’t have enough awareness about this important sustainability marker without which the project results cannot be sustained as expected.

Considering the above strategic needs and in line with the humanitarian-development nexus, a capacity building component was embedded in the project scope in order to strengthen the self-help capacities in the targeted communities. The involvement of local labour for rehabilitation works and the provision of on-the-job training for community members and public sector staff will enhance the sustainability of the project. The training will enable the beneficiaries to maintain and repair the services after the completion of works. In addition, the project will temporarily provide basic livelihood opportunities to local community members who will be hired for the rehabilitation works by the contractor. Moreover, workshops with civil servants, authority representatives and NGO staff are envisaged to build their capacities on maintenance, solar energy and water management. The training and workshops sessions will inform and raise the awareness for the benefits and maintenance of the transformative infrastructure that will be rehabilitated and installed during the project. Overall, the project will contribute to building the skillsets of public sector staff and communities and thus contribute to sustainability of the project and as well as empowering them to create alternative income generating opportunities and prospects for their future.

**Supports to be provided by UNOPS**

The UNOPS’s LIRA project will provide the following support and inputs to the consultants in order to achieve the objectives and anticipated outputs.

The UNOPS project team will facilitate meetings with the relevant departments and authorities of the local government to have their view and consensus on the Operation & Maintenance and Social & Environmental training needs and will facilitate the provision of project documents that are needed for the development of training material. The soft copies of technical specifications, drawings and other documents of the completed infrastructures will be provided by UNOPS to the consultants so that the training modules can be prepared in line with the delivered scope.

| **Asset** | **Amount/Units** |
| --- | --- |
| Project Scope and Other relevant document | 01 Soft Copy |
| Project Coverage Areas (Location Details) | 01 Soft Copy |
| Design drawings and specifications of the accomplished works | 01 Soft Copy |

Moveover, UNOPS will manage all logistics services, venue booking, providing launch & coffee breaks to the training participants.

**Coordination with Local Authorities**

In order to increase the coordination and strategic partnership with the local authorities in both Ninawa and Anbar, UNOPS will coordinate with the following governmental departments and entities where the consultancy firm shall is also committed to coordinate with to deliver properly planned capacity building trainings and workshops that leads to meets the purpose of this assignment. The following two governorates are the targeted counterpart authorities, necessary coordination shall be maintained with them.

* Anbar Governorate/ Anbar Governor’s deputy & the department of planning;
* Ninewa Governorate/ Ninawa’s Governor Assistant for IDPs & NGOs and the department of Research and Development.

# Consultants Responsibilities

The consultants will be responsible for design and delivering of the training program in accordance with the agreed Terms of Reference (ToR). Specific responsibilities include the following:

## Final outputs/ Deliverables:

The expected results from the capacity development programme implemented as follows:

* 80 participants (20 female and 60 male), including civil servants, authorities’ representatives and NGO staff) attend the O&M And environmental and sustainability awareness sessions.
* 50 participants (5 female and 45 male) to be trained on tailored maintenance skills (Operation and Maintenance)
* Preparation of O&M Manual

## Preparation of Training materials

The consultants shall prepare and provide training materials consistent with the local construction and O&M, codes, regulations and best practices, ASTM codes, International Building codes and any other well-known codes and standards. Furthermore, the Health, Safety, Social & Environmental standards of the local government and UNOPS to be used as guiding documents for preparation of relevant training material. The training and capacity building areas are set below:

* General Operation & Maintenance of civil works (Corrective and Preventive Maintenance)
* Operation & Maintenance of local housing, shelters in the areas of general masonry, plumbing, electrical, doors and windows adjustments, basics of insulations and water proofing etc.
* Operation & Maintenance of water sanitation networks, the designs of the recently rehabilitated water sanitation networks will be provided by UNOPS.
* Operation & Maintenance of Solar Street Lights, the designs of the recently installed Solar Street Lights will be provided by UNOPS.
* Operation & Maintenance of Hybrid Electric systems for Water Treatment Plants powered by electricity and solar systems.
* Operation & Maintenance of Reverse Osmosis Water Treatment Plants.
* Health & Safety aspects of the rehabilitation works.
* Environmental & Social aspect of the rehabilitation works.
* Producing of O&M manual both in English and Arabic languages.
* All the training material shall be delivered to UNOPS for review and shall have the consensus of UNOPS and local authorities prior delivering the lectures to the trainees.
* The O&M and ESM workshop to be delivered for the NGOs, Private Sector and Government Employees.
* Awareness-raising workshops focus on the environmental benefits of solar energy, wastewater management, and basic aspects of maintenance for civil workers, local authority representatives and NGO staff.

## Training for the community members (Beneficiaries) on Operation & Maintenance (50 beneficiaries)

A targeted capacity building training of the community members (Beneficiaries) regarding Operation & Maintenance, HSE aspects for the recent constructed housing units in both Anbar and Ninewa governorates; mainly to teach them practical methods of how to keep the infrastructures (housing units) maintained and running during its life time, this training shall be held in Anbar Governorate and Ninewa Governorate in a location where all the community members from the other districts can have easy access, the consultant shall make the trainers available at the specified locations shown below. The O&M training will involve some community member beneficiaries from those who have been selected and included in the project activities and where shelter renovation activities occurred based on their availability and suitability

UNOPS will be responsible for the selection of the beneficiaries according to the UNOPS vulnerability assessment, the following table shows the tentative training locations and the number beneficiaries to be trained in each:

| **No.** | **District/ Location** | **Number of selected beneficiaries** |
| --- | --- | --- |
| 1 | Karma district/ assessed villages | 25 beneficiaries |
| 2 | Sinjar/ Dahoula and Hardan villages | 25 beneficiaries |

The consultancy firm is obligated to provide the training materials in English and Arabic. In addition to that, the consultancy firm shall be committed to provide the training materials in local languages in case needed or to recruit a local translator to any local languages especially in Sinjar to make sure all beneficiaries receive proper training and to benefit from the proposed materials and presentations.

## Civil servants, authority representatives and NGO staff workshops:

The other obligation of the consultancy firm is to provide awareness-raising workshops and training to the civil servants, authority representatives and NGO staff. The topics are related to the focus on the environmental benefits of solar energy, wastewater management, and basic aspects of sustainable operation & maintenance as shown below example, exact contents and topics shall be submitted by the consultant as part of consultant’s responsibility of designing the training:

* Sustainable operation and maintenance of infrastructures such as housing, roads and water stations ;
* Renewable energy concepts with focus on benefits of solar and PV modules in construction projects;
* Recycling and management of construction waste materials;
* Waterwise Water Efficiency awareness
* Environmental awareness and wastewater treatment innovations

UNOPS shall provide the consultancy firm with a list of participants from different disciplines in Anbar and Ninewa governorates in cooperation with the local authorities in both governorates. The workshop shall be delivered by competent and experienced local consultants according to the TOR requirements. Workshop materials shall be provided in both English and Arabic. In addition to any required local language or to provide a local translation service to ensure the selected beneficiaries receive appropriate and understandable training material and presentation. The breakdown of the selected participants shall be as follows:

| **No.** | **Governorate** | **Number of selected beneficiaries** |
| --- | --- | --- |
| 1 | Ninawa | 30 participants |
| 2 | Anabr | 30 participants |

In addition to the selected civil servants, UNOPS in cooperation with the local authorities in both Anbar and Ninewa shall provide the consultancy firm with a list of engineers & operators who are responsible for the operation and maintenance of rehabilitated and constructed water treatment plants that UNOPS has rehabilitated in both governorates, both parties shall receive the training as stated above, the number of operators/engineers as shown in the below table:

| **No.** | **District/ Location** | **Number of selected beneficiaries** |
| --- | --- | --- |
| 1 | Karma, Fallujah and Ramadi districts | 15 beneficiaries |
| 2 | Sinjar district and Al-Qahtaniyah sub-district | 5 beneficiaries |

## Operation & Maintenance Manual.

* Developing of a comprehensive Operation & Maintenance manual for the use of local departments and beneficiaries consistent to the relevant skills, techniques, and standards of the government and other well-known international practices compatible to the context, this manual shall cover the overall Operation & Maintenance needs, Environmental & Social, Health & Safety aspect of the infrastructure projects named above.
* The Manual shall be developed in English Language and shall be translated to Arabic.
* The training module for the Operation and Maintenance shall be in accordance with the developed manual (the components of the developed manual shall be incorporated in the training manual).
* The content of the manual shall be discussed and approved by UNOPS before developing the detailed manual.

## Training Execution

* The consultant shall develop the training material and workshop presentation in line with local context and under the guidance of the UNOPS team.
* The consultant shall deploy experienced trainers in line with the ToR requirements, and shall stay responsible for all of their expenses during the training, i.e. salary, transportation, logistics, accommodation and food, etc.
* No sessions shall have more than 50 participants .
* The Implementation schedule shall be strictly followed. Any deviation from the schedule has to be approved by UNOPS.
* The trainees shall be kept engaged all the time. Training day shall be of 6 hours/daily, excluding intermissions, lunch, prayers and transport. The detailed day training schedule needs to be suitable to participants and it needs to be consulted with government authorities and beneficiaries.
* The training content shall be discussed and approved by UNOPS before its commencement
* Pre/post training evaluation of the participants shall be conducted and recorded.
* A formalised and anonymous feed-back mechanism about the provided trainings/sessions shall be put in place (e.g. feed-back forms).
* Hand-out of printed material of the lecture notes
* UNOPS team will supervise implementation of the training sessions, both the class sessions and practical on the job training.

## TRAINING SESSIONS AND DURATION

The assignment shall be completed within 3 months(Calendar), the following suggested durations of session are indicative. The consultant shall work out the actual duration for each training and manual development activity based upon the curriculum to be covered. This should be incorporated in the activities Implementation Schedule, the training and workshop can be delivered in parallel, i.e. the consultant shall deliver the training in Anbar and Sinjar in parallel.

| **Participants** | **Training or Workshop** | **Indicative Duration** |
| --- | --- | --- |
| 25 Beneficiaries included in the housing construction in Sinjar/ Ninawa | O&M and HSSE aspects for the constructed housing units | * 1 day for induction and to cover the importance of HSSE; * 2 days to cover the house operation and maintenance of the constructed housing units including civil, mechanical and electric house components; * 1 day on job (site) training. |
| 25 Beneficiaries included in the housing construction in Karma/ Anbar | O&M and HSSE aspects for the constructed housing units | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days to cover the house operation and maintenance of the constructed housing units including civil, mechanical and electric house components; * 1 day on job (site) training. |
| 10 participants from the civil servants & NGO staff selected to participate in Mosul/Ninewa. | Sustainable operation and maintenance of roads | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop. |
| 10 participants from the civil servants & NGO staff selected to participate in Ramadi/Anbar. | Sustainable operation and maintenance of roads | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop. |
| 10 participants from the civil servants & NGO staff selected to participate in Mosul/Ninewa. | Benefits of solar and PV modules in construction projects | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop. |
| 10 participants from the civil servants & NGO staff selected to participate in Ramadi/Anbar. | Benefits of solar and PV modules in construction projects | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop. |
| 10 participants from the civil servants & NGO staff selected to participate in Mosul/Ninewa. | Recycling and management of construction waste materials | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop. |
| 10 participants from the civil servants & NGO staff selected to participate in Ramadi/Anbar. | Recycling and management of construction waste materials | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop. |
| 5 participants (operators & engineers) selected to participate in Sinjar/Ninewa | Operation and Maintenance of Reverse Osmosis WTP powered by solar energy. | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop; * 1 day on job training. |
| 15 participants (operators & engineers) selected to participate in Karma/Anbar | Operation and Maintenance of compact units WTP. | * 1 day for induction and to cover the importance & awareness of HSSE; * 2 days in class to conduct the workshop; * 1 day on job training. |

## Team of required Consultants/ Professionals

Services of the following professionals are envisaged to train groups of trainees, manage the capacity development activities and develop the Operation & Maintenance manual.

**Table 1: List of professionals/specialist**

| **S.N** | **Professional/specialist** | **Remarks** |
| --- | --- | --- |
| 1 | General Construction Engineering, O&M Sr. Specialist (Team Leader) | MSc civil construction engineering, BSc with additional 2 years experience.  Total 7 years of relevant experience with 5 years in the areas of O&M. |
| 2 | HSE Specialist (2 positions) | Master in Environmental and or Social science, BSc with additional 2 years experience. Total 5 years of relevant experience in the areas of HSE. |
| 3 | Senior Engineer, Operation & Maintenance (Electrical, Solar) | MSc engineering, BSc with additional 2 years experience.  Total 7 years of relevant experience with 5 years in the areas of O&M of electrical and Solar power related projects. |
| 4 | Sr. Mechanical/ Water Engineer, Operation & Maintenance | MSc engineering, BSc with additional 2 years experience.  Total 7 years of relevant experience with 5 years in the areas of O&M of Mechanical and Water related infrastructures. |
| 5 | Sr. Civil Engineer, Operation & Maintenance (2 positions) | MSc engineering, BSc with additional 2 years experience.  Total 7 years of relevant experience with 5 years in the areas of O&M of housing and civil infrastructures. |
| 6 | Training administrator | BA administration with 5 years of experience, 3 years in managing training, workshops, events, communications, and or relevant fields. |

## Qualification of Professionals & Terms of Reference

All the professionals shall have, as listed above, adequate academic qualification, experience, skill and linguistic ability to formulate the curriculum, prepare hand-outs, deliver lectures, guide during the practical sessions, lead discussions and explain at out-door sites. Training Administrator shall be present throughout the contract period to coordinate the training activities, liaising with UNOPS and other stakeholders and to provide any other required support services all throughout the training period. A minimum of 10% of the proposed team members for the assignment should be women.

## Training Curriculum Development

Outlines of the curriculum for each of the target groups given below shall be prepared and approved by UNOPS before commencement. The O&M training for the beneficiaries shall cover O&M aspects of residential houses and related civil, electrical and mechanical/plumbing components and HSE. The O&M training for government staff, NGOs and the private sector shall cover O&M aspects of residential houses and related civil, electrical and mechanical/plumbing components, O&M of water treatment plants, O&M of solar street lights and HSE. The recent projects implemented by UNOPS can be assumed as examples for the practical training.

A copy of training material in the form of presentations, lecture notes, workshop deliverables and assessment papers shall be submitted to UNOPS for review and comments both in hard and digital copy at least (1-2) weeks before the commencement of training.

### Training Instruction Language

The consultant is expected to develop the training material, hand-outs, lectures and conduct discussions in the following languages:

* Arabic, English and any other required local language that may be required especially in Sinjar .

### Consultant’s Reporting Requirements

1. Inception report, training content, detailed implementation plan at the inception stage.
2. A Progress report to be submitted after completing each training.
3. Completion report in hard as well as digital copy within one week after the completion of the assignment for each training category .
4. Submission of final report. The completion report should be outcome oriented which means how trainees have been benefited with training and how the Operation & Maintenance manual developed consistent to the required guidelines, codes and standards. Major outcomes of the assignment shall be reported well supported with examples and success stories, picture evidence and the post training evaluation.

# Payment Schedule

| **Milestones** | **Amount in %** | **Remarks** |
| --- | --- | --- |
| a. Submission of the inception report, drafting training contents and detailed implementation plan and presentation of the inception report, implementation plan, and training contents to UNOPS and representatives of the government. | 10% of total contracted amount – within 15 calendar days | The payment will be processed based on the completion of the deliverables |
| b. Deliver the training to 50 participants (5 female and 45 male) to be trained on tailored maintenance skills (Operation and Maintenance) | 30 % of total contracted amount - to be completed within 30 calendar days |
| c. Delivering the training to 80 participants (20 female and 60 male), including civil servants, authorities’ representatives and NGO staff) to attend the O&M And environmental and sustainability awareness sessions. Submission and dissemination of the O&M, final Report, the O&M manuals and completion of the assignment in line with the ToR | remaining amount. 60% - to be completed within 45 calendar days |

1. IOM Displacement Tracking Matrix ([link](http://iraqdtm.iom.int/)) [↑](#footnote-ref-0)
2. OCHA Iraq Humanitarian Bulletin June 2020 ([link](https://reliefweb.int/sites/reliefweb.int/files/resources/ocha_iraq_june_2020_humanitarian_bulletin_v2.pdf)) [↑](#footnote-ref-1)
3. World Bank Damage and Needs assessment of affected governorates 2018 ([link](http://documents1.worldbank.org/curated/en/600181520000498420/pdf/123631-REVISED-Iraq-Reconstruction-and-Investment-Part-2-Damage-and-Needs-Assessment-of-Affected-Governorates.pdf)) [↑](#footnote-ref-2)