

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANING SERVICES – FIRM SELECTION)

Republic of Iraq
Emergency Operation for Development Project- EODP
Project ID No. P155732
Reference No: EODP – RF/C 23

Financial Management and Procurement Consultancy Service

A. BACKGROUND

The Republic of Iraq has received a loan from the International Bank for Reconstruction and Development (IBRD), one of the World Bank Group institutions, toward the cost of the Emergency Operation for Development Project (EODP), and intends to apply part of the proceeds for consulting services.

The Project finances geographic municipalities liberated from ISIS in the Salah Ad-Din and Diyala governorates, as well as in the governorates of Al Anbar (including Ramadi), Ninawa (including Mosul). The Project will also expand implementation responsibilities, which under the EODP were under central government institutions, to subnational governments.

The project consists of 10 different components and this assignment is related to “**Component 10: Restoring Basic Municipal Infrastructure and Services and Preserving Cultural Heritage Assets (US\$ 60 million)**”. The project will be implemented through a Governorate Project Management Team (GPMT) that has been established at each governorate. The GPMT includes a finance team consisting of a Financial Officer, Accountant, and Internal Auditor as well as procurement and contract management officers.

B. OBJECTIVES

The main objective of the services subject of this REOI is to assist the finance teams of GPMTs (i) handling the required overall financial management activities of the project, (ii) selecting and installing an accounting system that meets the project’s needs and (iii) developing a financial procedure manual documenting the project’s FM arrangements and the coordination mechanism between the two entities. Additionally, the assignment assist with Procurement & Contract Management teams of GPMTs to (i) get familiar with the procurement requirements of the Project, (ii) prepare procurement plans, (ii) prepare bidding documents, (iii) evaluate the bids/proposals/quotations, and prepare evaluation reports, (iv) respond to queries and procurement complaints, and (v) manage the signed contracts.

B.1 The consultancy firm will be required to support the governorates Finance teams in:

- Preparing budget/disbursement plan for each governorate that are linked to the procurement plan, implementation schedules, and project’s closing dates;
- Support Governorates in maintain and supervise all accounting records and books;
- Manage the cash balances of each GPMT to ensure the efficient use of funds and that those funds are available in the relevant accounts as required to meet payments for expenditures in connection with the project and produces monthly cash positions;

- Prepare withdrawal applications and requests for transfers for the disbursement of funds and for the replenishment of the project's accounts, processes payment orders to be made from World Bank;
- Verify payments to ensure that all expenditures in general have been properly authorized and recorded with all supporting documentation;
- Supporting the entities in the selection, design and implementation of the project accounting system;
- Creating a chart of accounts specific to the project, taking into account the project specifications and activities. This chart of accounts will be input to the accounting software;
- Generate timely and reliable financial reports, including the Interim Un-Audited Financial Reports (IFRs) that reconcile with their records. Any un-reconciled items should be followed up by the firm to ensure clearance by the PMTs before submitting the IFRs to the Bank;
- Help governorates in maintaining a fixed asset register and keep them updated;
- Provide fiduciary technical assistance, advisory support, and on-the-job training to governorates on project financial management (FM) to enable them to manage individual accounts and generate the IFRs. On-the-job training and technical assistance will be guided by a regular updated FM training schedule agreed at least on a half-yearly basis with the governorates;
- Support governorates in preparing monthly bank reconciliation statements, including for Designated Accounts, and follow up with the GPMTs on any outstanding items, e.g. uncleared checks, for which a payment would appear in the GPMTs records but not yet in the (commercial) bank statements, or vice versa;
- Design of required formats for the various accounting books, records and statements, e.g., cash and bank books, journals, various ledgers, trial balance, voucher formats, etc;
- Developing a financial procedure manual that documents the project's FM arrangements. The manual will include the key accounting policies and procedures, the flow of funds, flow of documents, internal controls, budgeting procedures and preparation, auditing and reporting arrangements.

B.2 The consultancy firm will be required to support the governorates Procurement and contract management teams and assist them with:

- Training of project staff on procurement to conduct procurement in accordance with the World Bank Procurement Regulations as defined in legal documents;
 - Preparation and maintaining the Project Procurement Plan;
 - Notification/advertising procedures;
 - Preparation of request for expression of interest/terms of reference/request for proposals/request for bids, request for quotations, in accordance with the WB standard procurement documents;
 - Organizing of the pre bid/proposal meetings;
 - Clarifications requested by vendors (Suppliers, contractors, consultants, service providers) during procurement process.
 - Receipt and opening of expressions of interest/proposals/applications/bids/quotations;
 - Evaluation of expressions of interest/proposals/applications/bids and preparation of evaluation reports in accordance with WB standard procurement documents;
- Addressing procurement complaints including drafting fair and transparent responses;
- Contract negotiations and preparation of contract documents;
- Contract management, and facilitating correspondence, variation orders, contract amendments, and response to disputes;
- Setting up of a proper filing system for all procurement related records and reports in both electronic and paper formats;
- Communication with the WB in all procurement phases.

The ReFAATO /PCU now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Previous provision of services in Iraq shall be an added advantage. Fluency in Arabic is essential.

The Consultant is expected to have staff with appropriate experience in managing similar services. Experience in similar conditions is essential. The Consultant is encouraged to try to make use of local resources by association with local consulting firms/individuals, while still taking the full responsibility as the leader.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the World Bank’s [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (January 2011 revised on July 2014), Quality- and Cost-Based (QCBS) selection method

Interested consultancies may obtain further information at the address below during office hours (09:00 to 14:00 hours) Baghdad local time.

Expressions of interest must be delivered to the address below by July 1st, 2018 11:00 AM Baghdad local time.

Contact information

Reconstruction Fund for Areas Affected

Attention: Dr. Mustafa M. Amin M. Ali Alhiti

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