



PEER-TO-PEER COOPERATION WITH IRAQI GOVERNORATE – MISSAN

PROGRAMME 'SUPPORTING RECOVERY AND STABILITY IN IRAQ THROUGH LOCAL DEVELOPMENT' FUNDED BY THE EUROPEAN UNION AND IMPLEMENTED BY UNDP

TERMS OF REFERENCE

For Institutional framework expert for the preparation of a GAP assessment

1. Background

Having once covered a green area the size of a small country, today the Marshlands of Iraq still face many agricultural and environmental challenges even after being re-flooded almost two decades ago. Its population relies heavily on the marsh eco-systems for water and livelihoods, which continue to suffer due to those challenges. The Marshlands are located near the governorate of Missan, which despite being historically considered an important agricultural center, its economy now suffers due to crumbling infrastructure and poor access to resources.

Iraq has recognized the importance of agriculture and the need to prioritize its role in the overall economic and social development of the country (National action plans, Sustainable development goals etc.). The policy framework guiding the prioritization of needs aims at creating a proper environment to support efficient and sustainable increases in food and agriculture production, improvement of food security and reduction rural poverty. Policies relying mainly on oil production had a deteriorating impact on the growth of other economic sectors, including agriculture. As a matter of fact, agriculture contributes a substantial share of Iraq's economy (5 percent of total GDP), is the largest source of employment in the country (approximately 20 percent) and is dominated by the private sector. Yet, the contribution of agriculture to GDP has been declining in the last decade from 5.2 % in 2009 to 1.4% in 2019. This data is the result of many factors that affected the agricultural sector: war, protests, institutional and economic setbacks. The security situation and rural poverty have contributed to this decline with an outflow of people from the countryside to the urban areas seeking employment and economic opportunities.

In light of the above, under the Programme 'Supporting Recovery and Stability in Iraq through Local Development' Funded by the European Union and Implemented by UNDP, the Association of Albanian Municipalities is carrying out the project titled Peer to Peer cooperation with Iraqi Governorate – Mission to support agriculture and rural development in the region.

As part of the project, a Gap assessment will be conducted, on existing decentralized processes in the agricultural sector with a focus on the support to small local farmers and agriculture production (including fisheries and environmental agriculture).

In this context the Albanian Association of Municipalities will contract a team of experts comprising of:

- i) Team Leader/International Institutional Building (Albania);



- ii) Institutional framework local expert (Iraqi);
- iii) two agriculture local experts (Albanians);
- iv) two (2) local agriculture experts (Iraqi).

The local institutional framework expert will work under the supervision of the Team Leader for the preparation of the GAP assessment.

2. Objective and Scope of the assignment

The gap analysis aims to create a better understanding about the decentralization of the Agricultural sector with focus on the financial support programmes for small farmers for agriculture, fisheries and diversification of agricultural activities through environment protection and tourism promotion in the Marshes.

The Gap Assessment will target mainly administrative and fiscal decentralization through an assessment that will evaluate issues related to the institutional set up and provision of services such as internal procedures and processes, job descriptions and competencies of the staff and available services/support programmes for small farmers and people living in rural areas (including the marshlands).

Preparation of the Gap assessment that will go through several steps: (1) methodology; (2) setting priorities; (3) data collection and analysis of current situation; (4) identification of challenges.

3. Methodology

It is expected that the Institutional framework local expert will deliver a written technical analysis in the form of a report that includes a background information, policy and legal aspects, institutional set-up and analytical part. The technical analysis will combine desk review, interviews, peer-to peer expert consultation and workshop presentation.

4. The tasks to be carried out by the Consultant will include the following:

- a. Provide specific inputs during the development of the GAP assessment methodology process, data identification and analysis process.
- b. Provide a background assessment of the policy, legal, institutional, and financial aspect of the agriculture sector in the Governorate of Missan.
- c. Collect data and build on the knowledge and capacity that is already present in the Governorate of Missan, making more effective use of locally available resources; and provide technical input on policy, legislation, institutional set-up, capacities of local authorities in governorate of Missan.
- d. Attend project working meetings that will take place face-to-face and remotely via video conferences and support in the institutional capacity assessment of the agriculture sector in Governorate of Missan;
- e. Provide expert input and feedback in the development, planning and delivery and analysis of the data collection process for the drafting of the GAP assessment report of governorate of Missan.



f. Any other task assigned by Team Leader/Institutional Expert.

5. Main activities and related outputs and timeline

The institutional expert shall execute the following activities and deliver related outputs

Activity	Related deliverables/Output	Expert days	Dates of Deadline
1. Provide specific inputs during the development of the GAP assessment methodology process, data identification and analysis process.	Written input for the methodology.	3	One week upon contract signature
2. Provide a background assessment of the policy, legal, institutional, and financial aspect of the agriculture sector in the Governorate of Missan.	Technical report submission of the Inception Report	4	20 September 2021
3. Collect institutional data , build on the knowledge and capacity that is already present in the Governorate of Missan, provide technical input on local capacities of local authorities in governorate of Missan.	Completed questionnaire as developed in the methodology	8	30 September 2021
4. Attend project meetings and workshops: - One three days face to-face workshop in Irbil with project partners, experts, and Governorate officials. - Two remote workshop meetings with Working Committee of the Project; - Online coordination meetings with Team Leader, AAM and other team of experts	Workshop Power Point, Minutes of Meeting submitted.	6	September - October 2021
5. Provide expert input and feedback in identification of gaps.	SWOT analysis and GAP identification technical paper	9	20 October 2021
6. Provide expert input and feedback in the development, planning and writing process of the GAP assessment report	Written feedback and technical input of the GAP assessment report.	3	5 November 2021
Total			33 days



The expert will ensure that all abovementioned activities are appropriately documented. S/he is expected to work closely with AAM programme team. All documentation/correspondence/presentations shall respect the project's visibility guidelines, as provided to the expert by the Project Manager.

6. Time and duration of the consultancy

The expert shall be working for a period of 3 months, from 9 September to 9 November 2021, not exceeding 33 working days divided 15 days dedicated the situation analysis and 18 days to identification of challenges.

7. Reporting

The institutional local expert shall be responsible for the timely delivery of the deliverables and outputs listed under section 5 above to the Team Leader.

8. Terms and Payment

The Institutional framework local expert will be hired under an individual contract (IC) and will be paid in USD upon submission and approval of each of the deliverables listed above in the point 5 of this ToR. The expert shall provide timesheet together with the deliverables to proceed with the payment.

The payment conditions indicated herein represents the maximum number of expert days to be paid for the particular deliverable and will be based on the actual number of working days invested for the development of each deliverable.

Payment will be made by bank transfers.

8. Travel and accommodation costs:

The duty trips during the field visit in Erbil will be organized and reimbursed as per AAM regulation for official duty trips.

9. Expert profile

The institutional expert must satisfy the following qualifications:

- (a) University degree (or university degree combined with sufficient level of professional experience) in law, economics, political sciences, or related fields;
- (b) A minimum of 7 years of relevant professional experience in development, decentralisation, and institutional capacity building with at least three years' working on decentralisation or related fields issues.
- (c) In-depth understanding of governance issues in Iraqi and Governorate of Missan
- (d) Knowledge of donor support work in Iraqi Government;
- (e) Strong analytical, conceptual and facilitation skills.
- (f) Excellent oral and written communication skills, including in written and oral
- (g) English and Iraqi language.
- (h) Must be an Iraqi national.



10. Application Procedure

Interested candidates for the position of local institutional framework expert are asked to submit an application, by 5 September 2021, 16:00 (CET). The application has to be submitted in English language by e-mail, at

agronhaxhimali@aam.org.al

and

enginer528@gmail.com

subject: **Institutional framework local expert for the preparation of a GAP assessment**

Interested candidates are asked to provide:

1. CV in pdf format.
2. Cover Letter in pdf format.
3. Financial Offer in pdf format.

The Financial Offer shall specify only the gross amount per expert-day in USD, as well as the total amount expressed in USD. Potential expenses related to the travel and accommodation will be covered by the project and shall not be included in the Financial Offer.

Only personal income taxes and other taxes obligatory under the Laws of the Republic of Albania will be calculated and paid by the AAM.