REQUEST TO SUBMIT A TECHNICAL AND FINANCIAL PROPOSAL

Provision of a training course on architectural conservation and management historic religious heritage

Reference: UNESCO/IRQ/INF-RFP/15/002

1. BACKGROUND INFORMATION

The Iraqi Sunni Endowment has a number of historical and religious buildings and mosques of symbolic and architectural values in Baghdad and many other cities all over Iraq.

The protection, documentation, conservation and restoration of such buildings and sites require the provision of a well-trained and dedicated team of professionals that is currently unavailable. Moreover, in the past years, a number of mosques have been rehabilitated or built according to new designs, while others have been considered for additional extensions or annexes.

Hence, the Iraqi Sunni Endowment requested from the UNESCO Iraq Office technical assistance to enhance capacities in the field of documentation, conservation and rehabilitation of historical religious buildings and mosques.

In 2013, a project was signed between the Iraqi Sunni Endowment and the UNESCO Iraq Office to enhance the capacities in the documentation and conservation of historical religious buildings and in the refurbishment of contemporary mosques in historic contexts.

The project will focus on three main objectives:

a) Improving the organizational management structure of the Iraqi Sunni Endowment towards preservation of cultural heritage;

b) Strengthening the capacity of the staff of the Sunni Endowment towards the conservation and preservation of historic buildings through the organization of capacity building programmes on conservation and management of historic religious heritage;

c) Recognizing the value of the historic buildings and sites of the Sunni Endowment in Iraq.

2. TARGET AUDIENCE

The training course is conceived to improve the capacities of the staff of the Department of Engineering of the Iraqi Sunni Endowment aiming at reinforcing the capacities of the latter towards the establishment of a management team to ensure that adequate interventions are executed on historic buildings owned by the Sunni Endowment. Minimal requirement to participate in the training course is a university degree in Architecture, Archaeology, Civil Engineering and/or related disciplines. The target group of this capacity building programme is mainly engineers from the Iraqi Sunni Endowment, as selected by the Endowment, in consultation with the UNESCO Iraq Office. The trainees shall meet the basic requirements established by UNESCO for the training course.
3. CONTRACT OBJECTIVES AND SCOPE

i. Overall Objective

UNESCO as part of its commitment to upgrade the technical capacities of Iraqi specialists is aiming at providing the target group in different aspects of architectural conservation and restoration and management of historic religious heritage in Iraq on the following hands on:

a) Introduction to the history of architecture and art, in Iraq with specific reference to the traditional knowledge of construction materials and techniques;
b) Graphic documentation (surveying and manual drawing), as well as photographic documentation;
c) Conservation and restoration techniques, especially stone and brick masonries, and, implementation of small-scale conservation interventions (preparation of mortars and their application, stabilization interventions, cleaning of surfaces, etc.).
d) Management of conservation/restoration projects (e.g., preliminary investigations, evaluation of adequate materials to be used, choice of structural solutions, drafting of operational fiches, hand-over and commissioning of the project).

ii. Work Assignment

In order to achieve the above, the following is to be established:

a) Preparation of a detailed training programme and a tentative schedule for organizing and delivering the training course in a venue and within the period to be agreed with UNESCO.
b) Designing and including in the programme informative visits to relevant sites of conservation projects, in locations that will guarantee a high-standard in architectural and/or archaeological conservation, e.g. European countries.
c) Carrying out consultations and coordination with the UNESCO project staff throughout the different processes involved prior, during, and after training.
d) Delivering the training through trainers to be approved by UNESCO according to the technical criteria and able to deliver quality training in the domain of discussion according to highest international standards.
e) Arranging for all required ground transportation and all needed logistics within the country and all sites and locations that will be visited.
f) Arranging access to proposed sites.
g) Delivery of training certificates to successful participants.
h) Covering all costs related to the organization and implementation of the training course and the personnel proposed by the training company (including travel, accommodation and insurance) as well as the local transportation for all participants including site visits, site entry fees, study tours, workshop, and any other expenditures related to the training course.

IMPORTANT NOTE: Costs of hotels, meals, international air tickets, and insurance will be directly covered by UNESCO.
4. TIMEFRAME AND DURATION

The expected start date of the training is late September or early October 2015. The end date for course delivery depends on the training plan provided by the successful Proposer; however the training activities are expected to be terminated no later than the last week of October 2015.

The duration of the training course shall not exceed 14 days in total. If the curriculum is foreseen to be delivered over a longer duration, the Proposer should propose a proper and feasible schedule for the training in close coordination with UNESCO with emphasizing cost optimization and an appropriate delivery quality for the training course.

5. NUMBER OF PARTICIPANTS

- Number of participants: 12-15 participants whether to be trained in one group or should be divided into smaller groups within the same training session.
- Reasons (if any) to split the trainees into smaller groups should be explained in the technical proposal.

6. LANGUAGE

a) Language of the submitted proposal: English.

b) Language of the training course and materials:
   - Preferred language of the training course: English with a simultaneous interpretation into Arabic (and vice versa).
   - If the spoken language of the course will be other than English/Arabic, then the course may be carried out in any language with consecutive interpretation into Arabic and English (however this may increase the cost!).
   - Hand-outs will be adequately translated to Arabic and English.
   - All Training course documents and reports must be submitted to UNESCO in English and Arabic.

7. QUALIFICATIONS CRITERIA

The following key aspects while preparing the technical proposal:

A. Methodology and Work plan
   i. A clear and feasible training methodology and work plan to be submitted as part of the technical proposal (to be presented in detail). The proposed training plan shall be able to cater for the world’s best practices and standards employed in this particular domain of specialty.
   ii. A detailed document that includes objectives, topics covered, and expected outcomes to be met for the training course.
   iii. The Proposed shall list the sites to be visited, rationale behind selecting these sites and how they link to the objectives of the training course.
   iv. The Proposer will need to provide a detailed description of each proposed site, location, traffic of visits, and how each site is currently managed.
v. The training methodology should accommodate an interactive learning style, e.g. field visits, workshops, knowledge sharing and any other possibilities that may maximize the learning benefit from the course. The Proposer should be able to demonstrate this objective in its proposal. In addition, the Proposer should be able to record the important discussions, concerns, and outcomes on a daily basis for the purpose of presenting them as part of the final report to be delivered to UNESCO.

vi. The training methodology should include the daily assessment of the training activity at the following main levels: the training materials, the training facilitators, the trainees, and the venue (appropriateness, setup and logistics). This should be presented to UNESCO as part of the deliverables of the contract to be established with the successful Proposer.

vii. The methodology presented by the Proposer will be measured against the fact whether a sound quality assurance plan and a contingency plan have been introduced in order to cater for a better control on delivery and to accommodate for possible risk scenarios that may hinder a successful completion for the training.

viii. An overall post-evaluation should be conducted by UNESCO. For this purpose, the Proposer is expected to deliver as part of the technical proposal the methodology to be used for the evaluation of the training and the trainees.

ix. Cost factor: UNESCO cannot disclose the budget allocated for this training however it is advisable that the Proposer to consider cost effectiveness and sound rates when designing the training course.

B. Firm Expertise

i. The Proposer is expected to have a proven track record of similar assignments and to demonstrate experience in conducting similar projects through providing references and concrete project examples (at least two similar projects);

ii. The Proposer should have expertise in working in a multicultural environment.

iii. A previous experience with the UN is desirable.

iv. Total number of years of experience in conducting similar assignments is 3 years minimum.

v. Structure of the firm including personnel is sound and guarantees a successful implementation for the project.

vi. The firm should be able to present its management capability, quality control procedures, and communications skills required for effective planning and management for such assignment.

vii. Languages for Communication with UNESCO: English

C. Key Personnel/Trainers

Trainer/ Team Leader:
Qualifications, experience and Skills:
- Cultural Resource Management training specialist, conservation architect, or other relevant qualification;
- An established professional background in the field of conservation management of heritage sites, preferably World Heritage Sites;
- A broad understanding of the subject areas covered in the terms of reference;
- At least 7 years of professional experience in carrying out capacity building activities in the field of management planning of heritage sites.
- Good command in English language is desired;
- Ability to speak Arabic language will be an asset.
Logistics Officer:
Qualifications, experience and Skills:
• At least 5 years of professional experience in carrying out study tours activities in the field of management planning of heritage sites.
• Good command in English language is mandatory;
• Ability to speak Arabic language will be an asset.

Interpreter:
Qualifications, experience and Skills:
• At least 3 years of professional experience in providing simultaneous translation into both English and Arabic.
• Adequate knowledge in terminologies used in architectural conservation and restoration and management of historic religious heritage is mandatory.

8. MINIMUM CONTENT OF THE TECHNICAL PROPOSAL

The technical proposal should contain the following minimum information:

1. Firm presentation and credentials;
2. Company profile;
3. Summary of relevant experience and sample of previous training material (outline will be sufficient);
4. List of references of clients for whom similar work was carried out;
5. Completed curriculum vitae of proposed key expert to be assigned to the project; including the proposed team leader; project coordinator/Assistant; logistics officer, and interpreter.
6. Description of your understanding of the project's requirements;
7. Description of your proposed approach with proposed cultural heritage sites, of preferably World Heritage status, to be visited based on the TOR;
8. Draft program of the study tour;
9. Detailed work plan, including a description of your proposed approach and methodology.

9. FINANCIAL PROPOSAL / PRICING

• The Proposer should provide a competitive offer for the above mentioned services either in US Dollar or in Euros. UNESCO will use the UN monthly exchange rate when comparing between different price offers.
• The Offer should be valid up to 60 days.
• UNESCO is levied from sales tax or VAT.
• The Proposer shall provide a detailed pricing scheme. The price will be reviewed for cost reasonableness, allowability and allocability. It will also be reviewed for accuracy and congruity with the activities proposed in the technical application.
• The allocated score of the financial proposal is 300 out of 1000 points.

10. EVALUATION OF TECHNICAL AND FINANCIAL PROPOSALS

• UNESCO will evaluate the proposals in accordance with the rules and regulations of the organization.
• UNESCO will preliminarily examine the technical and financial proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in a good order.
• A proposal determined as not substantially responsive will be rejected by UNESCO.
A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared.

The financial offer will be opened only for submissions that passed the minimum score of 70% of the total points obtainable for the technical evaluation.

The technical proposal is evaluated on the basis of its responsiveness to the criteria listed in sections 7.A to 7.C.

Evaluation of the financial proposals (of all Proposers who have attained minimum 70% score in the technical evaluation) will be based on the weight scoring method as follows:

**Combined Technical and Financial Evaluation Form**

<table>
<thead>
<tr>
<th>Sample: Summary of Financial Proposal Evaluation Forms</th>
<th>Points Obtainable</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-total Technical Proposal</td>
<td>700</td>
<td>A</td>
</tr>
<tr>
<td>Sub-total Financial Proposal</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td><strong>Total 1000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula: \(\text{Amount of points} = \frac{\text{lowest price}/\text{other price}}{\text{total points obtainable for financial proposal}} \times \text{total points obtainable for financial proposal}\)

An example:
- Proposer A – lowest price ranked as 1\textsuperscript{st} in the amount of USD 10,000 = a
- Proposer B – second lowest price ranked as 2\textsuperscript{nd} in the amount of USD 15,000 = b

Points assigned to A = 300 & Points assigned to B = 200 (following formula: \(a/b \times 300\) i.e. \(10,000/15,000 \times 300 = 200\) points).

**11. SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSALS**

The Proposer shall submit technical and financial proposals in separate emails, as follows:

- Technical proposal to: g.fontana@unesco.org and copying Baghdad.proc@unesco.org

  Email subject: UNESCO/IRQ/inf-RFP/15/002 (technical part)
  Name of PDF file: COMPANY NAME_UNESCO_IRQ_INF-RFP_15_002_TEC

- Financial proposal to: i.shalan@unesco.org and copying Baghdad.proc@unesco.org

  Email subject: UNESCO/IRQ/inf-RFP/15/002 (financial part)
  Name of PDF file: COMPANY NAME_UNESCO_IRQ_INF-RFP_15_002_FIN

Signed proposals must be submitted in PDF format by **5 September 2015**.