

**Request for Quotations (RFQ)
Policy Consultant
(Private Sector Engagement Consultant)**

Submission Deadline: 2nd Dec 2023

Note: Please download this RFQ, fill in the Table (Bid Sheet) and submit it with all requirements.

Overview on KAPITA

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) and large corporations through investment, research, incubation/acceleration, and market development programs. KAPITA is committed to empowering human capital, building youth capacity, and equipping them with the necessary skills, access to data, research, and capital. KAPITA strives to provide entrepreneurs, founders, business owners, stakeholders, and investors with the toolkit and the roadmap to navigate the Iraqi market and further scale-up their businesses.

KAPITA has a proven record of research through its rich previous experience of conducting market research with various clients and institutions. Over the past three years, since its establishment, KAPITA has strived to become a pioneer and a trusted reference for market research in various sectors.

Through a multitude of experiences catering to clients and institutions with diverse backgrounds, professional levels, and regions, KAPITA has emerged as a pioneer in the Iraqi market, particularly in business development. With an in-depth understanding of the needs and challenges of the market, as well as a profound grasp of market demands, deficiencies, and regulatory frameworks, KAPITA has earned a distinguished reputation as a leading provider of market research in Iraq.

Background and Project Description

KAPITA is a leading private sector company focused on private sector development through policy development, research, consultations, and training programs for SMEs and startups. KAPITA is embarking on a new venture that includes digital economy promotion through launching a series of initiatives aimed at advancing the digital economy in Iraq. Our aim is to create an ecosystem network for collaboration and private sector engagement to drive policy reforms and advancements.

The digital economy, driven by digital technologies, data-driven strategies, and online platforms, offers The digital economy, powered by digital technologies and data-driven strategies, has the potential to transform Iraq's economic landscape. It offers opportunities for economic growth, innovation, and overcoming challenges. Iraq's digital economy encompasses various activities aimed at modernizing industries and promoting entrepreneurship. However, the lack of robust technological infrastructure hinders the realization of its full potential.

Despite significant challenges, Iraq's digital economy is making promising strides, with a vibrant e-commerce sector, digital payment options, and entrepreneurial innovation, showcasing the nation's potential for technological advancement. However, sustained growth requires a comprehensive and collaborative effort. Iraq's ICT infrastructure needs to be developed, lagging behind in technology adoption, and needing digitization policies. There is a profound lack of awareness about the importance of digitization among citizens, leading to digital exclusion and a widening digital divide, aggravated by inadequate infrastructure. Addressing these issues is crucial for Iraq's collective transformation towards a robust digital economy.

Our project's primary goal is to initiate a transformative process in Iraq, setting in motion a shift toward a digital economy that will create jobs for the country's youthful population. Key areas of focus include research, policies,

KAPITA

innovation, awareness-raising, and investments in tech-enabled businesses, which will not only expand the digital economy but also motivate others to join the digital transformation movement through success stories. The project adheres to a systematic approach for implementing various components comprising essential activities. Its key objectives are to promote awareness of the digital economy and employment prospects within it. These components are closely interconnected, forming a cohesive and synergistic framework where the success of one directly impacts the effectiveness of subsequent stages.

A. Scope of Work

KAPITA is seeking to engage a qualified policy consultant who will be responsible for providing expertise and support in the following areas:

1. Assistance in conducting in-depth research and analysis on policy issue(s) as well as gathering and analyzing data related to the policy at hand.
2. Development and revision of policies as well as monitoring their impact and effectiveness realistically.
3. Facilitation of meetings, gathering inputs and ensuring that the perspectives of relevant parties are noted for proper policy development.
4. Ensure that policies and regulations follow relevant laws and standards.
5. Help advocate for specific policies being developed.
6. Involvement in the actual implementation of policies, ensuring that they are executed in accordance with the established guidelines and objectives.
7. Engagement in public education and outreach activities to inform related parties about the specific policy or issue.
8. Proper assessment of the feasibility and economic implications of proposed policies.
9. Assist, upon request, in awareness events for professionals in related sectors.
10. Support the creation of a dedicated Steering Committee for the private sector.
11. Contribute to the organization and facilitation of strategic gatherings and roundtable discussions with private sector representatives.

B. Institutional Arrangements (Duties and Reporting Requirements)

The consultant will report to (the Programs Funds Manager and the Research Manager) and work closely with KAPITA's Advocacy team (mainly) throughout the engagement.

Duties include:

- Conducting research,
- Developing materials
- facilitating meetings
- Offering strategic guidance.
- Regular progress updates will be required.

C. Expected outputs:

The consultant is expected to deliver the following outputs:

- a) A well-structured steering committee plan, outlining strategies for effective collaboration.
- b) Operational guidelines for the Steering Committee, including roles and responsibilities.
- c) Facilitated internship opportunities for recent graduates in partnership with private sector companies.
- d) Policy advocacy paper(s) with recommendations to enhance connections with private sector entities, government institutions, international committees, and groups.
- e) Contribution to the organization of strategic gatherings and roundtable discussions to foster meaningful dialogue and collaboration.

D. Deliverables and Timeline (including Milestones)

The consultant will provide the following deliverables for the period Nov 2023 to Jun 2024.

1. Strategic Gathering - End of the 2nd, 3rd, 5th, and 7th months.

KAPIT.

2. Roundtable discussion at different locations across Iraq; Baghdad, Erbil, Basra, Anbar, Mosul - distributed across the project calendar.
3. Reports on the Strategic Gatherings and the roundtable discussions.

E. Duration of the Work

The consultancy is expected to last for 125 working days for the period Nov 2023-Jun 2024, beginning upon the signing of the contract.

F. Minimum Qualifications (as well as personal experience)

The policy consultant should possess the following qualifications and experience:

1. A bachelor's degree or higher in a relevant field (e.g., economics, public policy, business).
2. Extensive experience in policy analysis, development, and advocacy.
3. Demonstrated expertise in the digital economy and its various sectors.
4. Strong communication and presentation skills.
5. Proven experience in stakeholder engagement and networking.
6. Previous work with private sector corporations in Iraq, international committees or groups is a plus.
7. Excellent written and verbal communication skills in English and Arabic.

1. Location: Hybrid of online and offline (Baghdad) setting.

2. Number: 1 person

Table (Bid Sheet)

Please fill the highlighted sections

Expert	No.Of Days	Daily Fee (IQD)	Total Fee (#Days*daily Fee) In IQD
Name: Email: Phone: Signature: Date:	125		

KAPITA

1. Payment Method:

- The due payments will be according to the payment request/Invoices from the Service providers/Suppliers based on the actual working days (timesheet) and approved desirables.
- The requested payment will be made within 14 working days after the receipt of the original signed and stamped invoice, and after Kapita has verified the delivered services.
- All Payments will be made in **cheque** OR **Bank transfer** form and paid to the name of the person indicated in the agreement, or officially authorizing another person to receive the payment accordingly.

2. Award

- KAPITA reserves the right to award the agreement to one or more contractors.
- KAPITA reserves the right to withdraw the award in whole or in part should the successful contractor be unable to provide uptake capacity necessary or the delivery within the specific period and/or is unable to provide in full the agreed services.
- Award Criteria:

Criteria for Evaluation

Candidates will be evaluated based on their qualifications, relevant experience, and understanding of the Iraqi digital economy landscape to address the project's objectives.

Quotations that meet essential criteria will be assessed and scored by KAPITA panels against the technical and commercial criteria outlined in this RFQ.

Qualifications (Max 70%):

- Evaluation of the candidate's education and relevant degrees (10%).
- Consideration of any prior experience Policy consultancy, or related roles, while also considering the extracurricular activities (25%).
- Assessment of the candidate's proficiency in research methods and related skills, as well as communication skills (25%).
- Evaluation of soft skills such as analytical thinking, problem-solving, attention to detail, and communication (10%).

Price Offer (Max 30%):

Evaluation of the candidate's price offer in relation to the budget and cost-effectiveness (30%).

Duration and Termination

- The contract will be valid to (June 2024) and may be renewed for an additional period subject to the consent of both parties.
- KAPITA may terminate this Agreement at its option by giving the contractor not less than two weeks' notice in writing.

Submission Requirements (CV, certificates, references ... etc)

Interested consultants should submit the following documents:

1. Detailed Curriculum Vitae (CV) outlining relevant qualifications and experience.
2. Copies of certificates and credentials.
3. Contact information for professional references (3 references contacts).
4. Financial proposal (daily rate * Actual working days).

Submission:

- If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and conditions as set out in this RFQ and submit it hand-delivered in a sealed envelope to KAPITA, to the following address:

Baghdad office, AL Mansour 609, Ally 13, House 10,

The envelope should be marked as follows:

To: Kapita Business Hub

RFQ No.: PR/GIZ/16

Subject: Policy Consultant (Private Sector Engagement Consultant)

If you experience any difficulties in locating the above address or submitting your offer, please contact

07503628633 - 07748013066

OR,

The applicant has to submit to the email: procurement@kapita.iq, no later than 2nd Dec 2023, at 15:00 (Baghdad time)

Due to the volume of applications, we receive, we will only contact short-listed candidates for further screening.

Please note that given the urgency of the vacancy the position may be filled before the due date.

- Your quotation must remain Valid for a minimum of thirty days from the date that it is issued to KAPITA in response to this requirement.
- By issuing this RFQ, KAPITA is not bound in any way to enter into any contractual or other arrangement with you or any other potential Service providers/Suppliers.
- Your offer should be in IQD mentioning the total cost per item.
- In addition to the pricing offer, All applicants should submit the Personnel CV and reference to the above.
- Female Candidates are encouraged to apply for this role. Kapita is an equal opportunity employer, and we actively seek out diverse backgrounds, perspectives, and skills.