

**Request for Quotations (RFQ)
Senior Policy Analysts
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, 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.

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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

The Senior Policy Analyst will be responsible for providing expert policy analysis, strategic insights, and recommendations to support the successful implementation of KAPITA's digital economy initiatives. Key responsibilities might include:

1. Conduct in-depth policy analysis related to the digital economy.
2. Engage with stakeholders, including private sector companies, to understand their perspectives and gather insights for policy development.
3. Assist in the design and execution of targeted training sessions, and ecosystem roundtable discussions.
4. Collaborate with the private sector Steering Committee to advance the digital economy and promote policy reforms.
5. Monitor and evaluate the progress of the initiatives, providing timely reports and recommendations.

B. Institutional Arrangements (Duties and Reporting Requirements)

The Senior Policy Analyst will report to the Policy Consultant and Research Manager, Programs Funds and collaborate closely with the project team at KAPITA, stakeholders, and the private sector Steering Committee. Duties include:

1. Conducting research, analysis, and reporting on digital economy policy matters.
2. Engaging with stakeholders and organizing roundtable discussions.
3. Contributing to the development and implementation of awareness events and ecosystem network.

C. Expected outputs:

The Senior Policy Analyst's role includes delivering a range of crucial outputs, including

- comprehensive policy analysis reports,
- tailored recommendations for roundtable discussions
- training sessions, in-depth reports detailing private sector engagement and policy advocacy efforts
- providing regular updates on the progress of the initiatives and their associated impacts.

D. Deliverables and Timeline (including Milestones)

The consultant will deliver the following deliverables within the specified timeline covering the period from November 2023 to Jun 2024:

- Policy analysis reports - by the end of each roundtable discussion.
- Progress updates report.
- Coordinate the policy dialogue session processes.
- Final report drafting.

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)

- A degree in a relevant field (e.g., Public Policy, Economics, Business).
- A minimum of 1 year of experience in policy analysis, preferably with a focus on digital economy or technology-related policies.

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- Strong research and analytical skills, including experience with stakeholder engagement.
- Excellent written and verbal communication skills in English and Arabic.
- Demonstrated ability to work in a collaborative, multidisciplinary environment.

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:	125		
Signature:			
Date:			

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

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- Candidates will be evaluated based on their qualifications, relevant experience, understanding of the Iraqi digital economy landscape, and reporting skills, 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/17

Subject: Senior Policy Analysts

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

[07503628633](tel:07503628633) - [07748013066](tel: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.

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- 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.