

**2010 ANNUAL PROGRESS REPORT FOR PROJECT  
IRFFI/UNDG IRAQ TRUST FUND (UNDG ITF)****Participating UN Organization:**  
UNOPS**Old Cluster:****New Sector:** Protection**Project No. and Project Title:**  
A7-06  
Capacity Development for Mine Action**Report Number:**  
ATLAS Project Number: UNDP 00075915  
UNOPS 00075756  
ATLAS Award Number: UNDP  
UNOPS 00060232**Reporting Period:**  
28 July 2010 to 31 December 2010**Project Budget:**  
US\$ 993,000**List Implementing Partners:**  
UNDP**Geographic Coverage/Scope:**  
Equipment to be procured for countrywide use**Abbreviations and Acronyms:**  
UNDP: United Nations Development Programme  
UNOPS: United Nations Office for Project  
Services  
MoEnv: Ministry of Environment  
DMA: Directorate of Mine Action  
IKMAA: Iraqi Kurdistan Mine Action Authority  
RMAC: Regional Mine Action Centre  
NGO: Non-Governmental Organization  
GoI: Government of Iraq  
ITBs: Invitation to Bid**Project Status:** Ongoing  
**Duration:** 12 months  
**Start date:** 28 July 2010  
**End Date:** 28 July 2011

## **NARRATIVE REPORT FORMAT**

### **I. Purpose**

While UNDP is working with the MoEnv and DMA to develop Iraq Mine Action regulatory structure such as rules, regulations and national standards, through the provision of technical advisory support through its Senior Mine Action Advisor and Senior Mine Action Consultant and other technical staff, it also continues to support the needs to build up and develop the DMA and other governmental mine action institutions to carry out their functions efficiently and to be able to implement the recently developed Iraq Mine Action strategy. This was done through the identification of the functions of these organisations and their needs in order to do so out of which the main function to be identified was the coordination, and supervisory role, in addition to the quality control function over implementing national and international organisations and NGO. In response to the need assessment a number of issues emerged to be addressed, mainly the lack of necessary equipment and local trained capacities to run and maintain them.

As part of the overall Iraqi Mine Action Programme, UNOPS will be procuring the equipment and technical training expertise to complement the ongoing Programme managed by UNDP, as part of the operational capacity building of GDMA, IKMAA, RMAC, MoEnv and MoD. UNOPS is specialized in procurement management and has the experience and the capacity in mine action procurement. In addition, as UNOPS is engaged in procurement of mine action equipment for several mine action Programmes, UNOPS is able to obtain equipment at very competitive rates from standard suppliers.

UNOPS will procure: mine clearance equipment, personal protective equipment, vehicles, communications and GPS equipment, Information Management System for Mine Action (IMSMA) equipment and, medical equipment.

This project will add a complementary component to the UNDP Programme, focusing on operational capacity building. It will build upon the results of the four UNDO ITF projects undertaken in Iraq by UNDP and UNOPS, namely:

- "Explosive Ordnance Disposal (EOD) Capacity Building and Clearance in Southern Iraq";
- "Support to the Iraq — Kurdistan Mine Action Centre";
- "Mine Action Capacity Development / Local NGO I", and;
- "Support for Rural Development and Safer Environment through Mine Action"

### **II. Resources**

Financial Resources:

The Gol's Mine Action Programme is ongoing and has secured funding until 2012 with continued interest from donors. UNDP received additional funding in late 2009 to fund institutional capacity building activities, and continues to collaborate with WHO on victim assistance. UNDP is addressing these critical issues through its current mine action Programme and in close cooperation with the national mine action authorities and the Iraqi Government. This project, therefore, will complement this larger Programme by filling an essential equipment requirement critical to expanding the Gol's capacity to address the critical issue of mine clearance.

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### **III. Implementation and Monitoring Arrangements**

UNOPS utilizes standard procurement process according to its Procurement Manual and following principles

- a) Best value for money
- b) Fairness, integrity and transparency
- c) Effective competition
- d) The best interests of UNOPS and its clients

UNOPS procures goods and services in close collaboration with the Clients, Iraqi authorities, and the Beneficiaries. While the individual arrangements vary depending on the Client and the specific project requirements, the general modalities are:

#### **Requirements**

- Upon request of Client, and together with the Iraqi counterparts, identify the goods and services for UNOPS to provide or contract.
- Preparation of detailed specifications of equipment and services and work plan, by UNOPS, based on input and with the support from the Client, the Iraqi authorities and the beneficiaries.
- UNOPS utilizes standard procurement process, including; Request for Quotations (RFQ), Invitation to Bid (ITB), Request for Proposal (RFP)

#### **Short-listing**

- UNOPS has developed and maintains a database of known suppliers and service providers in Iraq (incl. performance assessment, capacity, registration in Iraq, etc.) and a roster of registered experts.
  - Qualified and potentially interested vendors in the area can also be drawn from the local authority's relevant company registration offices.
  - Alternatively, interested companies can be requested to submit their profiles in response to an Expression of Interest ad published in the Iraqi and/or international media (incl. internet).
  - Where necessary and relevant, information on companies/vendors can also be drawn from other UN agencies and entities operating in Iraq.
  - The short-list of companies selected to be included in the procurement exercise requires approval by the Regional Director, confirming that all relevant sources of information have been utilized for compiling the list.
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## **Tendering Process**

- UNOPS issues an Invitation to Bid/Request for Proposal to all short-listed companies, requesting them to submit an Offer/Proposal in line with the specific requirements. The document also stipulates the exact process of submission, receipt, opening, and evaluation of bids and it informs on the nature of the contract/purchase order the selected bid could result in.
- Requests for clarification received from potential bidders are responded to by UNOPS, if necessary upon consultation with the Client, relevant Iraqi authorities, and/or Beneficiaries.
- After expiration of the submission deadline, all Bids received are opened by a UNOPS Bid Opening Committee. The opening ceremony is open to observers from the Client, relevant Iraqi authorities, the Beneficiaries, as well as for companies participating in the tender.
- The evaluation follows UNOPS standard procedures, varying on procurement type and value, and should result in a recommendation for award of contract to the lowest, compliant bid. This recommendation requires approval by the relevant authority within UNOPS.

\*<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

- **Lessons Learned:**

In the implementation of this project UNOPS follows the strategy, practices and procedures that have proven successful in the past for procurement and delivery of mine action equipment to Iraq. Given the concise nature of this procurement intervention, the design of the project replicates what has been done in the past.

## **IV. Results**

The project is currently working on Indicator 1.1.2 Conduct procurement process/evaluation. It is slightly behind the planned outcomes and outputs, as the Specifications of the Equipment to be procured were revised in Q1 as well as details of recipients were obtained prior to launching the formal process for the request for Bids.

## **V. Future Work Plan (if applicable)**

It is expected that in 2011 the procurement process will continue and the equipment will be procured and delivered to recipients before the project end-date.

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## VI. Performance Indicators

	Performance Indicators	Indicator or Baselines	Planned Indicator Targets	Achieved Indicator or Targets	Means of Verification	Comments
IP Outcome 1: An environment for improved protection of civilians based on human rights standards in place throughout Iraq						
IP Output 1.1 Equipment necessary for the improved efficiency of the national mine action organizations is procured and delivered	Indicator 1.1.1 Develop Specs and identify vendors	Q1	September 2010	December 2010	Specs Shortlists	
	Indicator 1.1.2 Conduct procurement process/evaluation	Q2	December 2010	Currently being developed	ITBs	
	Indicator 1.1.3 Award Contracts	Q3	March 2011		Purchase Orders	
	Indicator 1.1.4 Purchase and shipment of equipment/delivery to users	Q4	June 2011		Receiving and Inspection Report	