

INVITATION TO TENDER

Consultancy for Market Ecosystem Mapping in Dhi Qar Governorate Iraq

Procedure Open National Tender for Consultancy Services

Project reference IRQ 1101

RFT reference 200422390

Erbil, 15 October 2026

Introduction

Deutsche Welthungerhilfe e. V. (WHH) is a non-profit, non-partisan and non-denominational organisation working in humanitarian assistance and development cooperation. WHH Iraq invites eligible consultants and organisations to submit technical and financial offers for market ecosystem mapping and market information-sharing services in Dhi Qar Governorate.

The consultancy supports the project Scaling Up Growing Stronger: Strengthening Climate Resilient and Inclusive Agricultural Livelihood Systems in Dhi Qar, Iraq, implemented by WHH, CARE and WEO. It will identify market actors, linkages, constraints and opportunities to improve smallholder farmers' and producer groups' access to climate-resilient agricultural inputs, services and markets.

Important dates

Milestone	Date and time in Iraq
Publication and opening for submissions	Thursday 15 October 2026 at 09:00
Deadline for questions through eTender	Sunday 25 October 2026 at 16:00
Planned publication of clarification responses	Monday 26 October 2026 by 16:00
Deadline for submission of offers	Thursday 29 October 2026 at 16:00
Electronic opening by the WHH tender committee	Thursday 29 October 2026 at 16:30
Technical evaluation interviews	1–2 November 2026, indicative
Award notification and contract signature	3 November 2026, indicative

1 Eligibility

This is an open national tender in Iraq. Applications are accepted from individual consultants, consultancy firms, teams of consultants, commercial companies, NGOs and academic applicants that meet the Terms of Reference (ToR). Applicants must demonstrate their legal status and, as applicable, their registration and authorisation to perform the assignment in Iraq.

Applicants must have the technical and operational capacity to work in Dhi Qar and to engage relevant market actors elsewhere in Iraq where required. No contract may be awarded where a conflict of interest, misrepresentation or applicable exclusion ground prevents the award.

2 Tender overview

This invitation concerns one service contract covering the full assignment.

The tender dossier comprises this invitation and the following annexes to be made available through eTender:

- Annex I: WHH code of conduct
- Annex II: WHH Supplier Declaration
- Annex III: WHH Terms and Conditions
- Annex IV: Terms of Reference

The detailed technical scope and deliverables are set out in the ToR.

3 General remarks and special conditions

The consultant shall provide all personnel, expertise, supervision, field arrangements, analysis and reporting necessary to complete the assignment.

The proposal must cover the entire scope and explain the methodology, team responsibilities, working days, access arrangements and implementation risks.

The inception report, methodology, data-collection tools and ESG screening approach require WHH approval before primary data collection begins.

Changes to the agreed scope, personnel or schedule require prior written agreement from WHH.

The consultant shall observe the ethical, safeguarding, confidentiality, informed-consent and security requirements in the ToR. **WHH's Code of Conduct must be signed before the assignment begins.**

4 Scope and expected deliverables

The successful bidder will undertake one complete consultancy assignment covering the following components, as further detailed in Section 7 of the ToR.

Component	Required outputs
Inception and assessment design	Inception meeting; inception report of approximately 5–8 pages, excluding annexes; methodology, assessment matrix, stakeholder selection approach, tools and detailed workplan.
Desk review and market actor mapping	Review of secondary information; preliminary mapping; structured, editable stakeholder database in Excel covering relevant actors in and outside Dhi Qar.
Market analysis and ESG screening	Analysis of market functions, linkages, supply and demand, constraints, climate resilience and inclusion; Arabic and English ESG checklist, screening records and findings.
Prioritisation and validation	Prioritised market actor shortlist and matrix with a documented rationale; validation workshop or findings presentation; incorporation of WHH feedback.
Final mapping package	Final market ecosystem mapping report; editable database, data-collection tools, analysis files, ESG records and validation presentation.
Market information sharing and dissemination	Dissemination materials; preparation, coordination and delivery of market information-sharing activities; activity reports, participant lists, feedback and documented follow-up actions.

All components must be included in the technical proposal and the financial offer.

5 Format and language of deliverables

Reports and formal communication with WHH shall be in English.

The consultant must have strong Arabic capacity for fieldwork and stakeholder engagement.

The ESG checklist must be provided in Arabic and English, and dissemination materials must be appropriate for their intended audiences.

All final outputs shall be submitted in editable electronic formats.

The stakeholder database shall be provided in Excel. Each submission must clearly identify the project, deliverable, date and version.

6 Work organisation and coordination

The consultant shall appoint a focal point and coordinate with WHH Iraq and the relevant project staff.

The workplan must specify activities, locations, stakeholder groups, working days and responsible team members.

Official working days for the assignment are Sunday to Thursday.

The consultant is responsible for the permissions and arrangements needed for its team to access the agreed locations. WHH will support coordination and provide available access and security information.

Alternative methods, including remote interviews, may be used where appropriate and agreed with WHH.

7 Qualifications and participation requirements

The individual consultant or proposed team must collectively meet Section 10 of the ToR, including:

- An advanced university degree (Master's or equivalent) in a relevant field, and at least five years of relevant professional experience.
- Experience in agricultural market systems, market or value-chain assessments, stakeholder mapping, private-sector engagement and ESG screening of MSMEs.
- Capacity in qualitative and quantitative research, stakeholder interviews, focus group discussions, analysis and evidence-based reporting.
- Experience facilitating market information-sharing or stakeholder dialogue activities, understanding of Iraq's agricultural context, excellent English and strong Arabic skills. Experience in Dhi Qar or southern Iraq is highly desirable.

8 Technical evaluation interviews

WHH will invite bidders whose offers pass the administrative and eligibility review to a structured technical interview with the evaluation committee.

The proposed lead consultant and relevant key experts shall present and clarify their methodology, workplan, team roles, relevant experience and approach to the assignment.

Interviews are provisionally planned for 1–2 November 2026.

The individual date, time, format and connection or venue details will be communicated through eTender.

Interviews may be held online or in person, with equivalent conditions for all invited bidders.

Interview questions will relate to the published technical criteria in Article 21.

The committee will assess the written proposal and interview together within the 40% methodology and 30% experience weightings, there is no separate interview weighting.

Interviews shall not introduce new criteria or permit material changes to the offer or its price. The committee will document the questions, responses and resulting technical scores.

9 Anti Terrorism Policy

WHH renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or money laundering. WHH seeks to ensure that its funds and donor funds are not used, directly or indirectly, to support individuals or entities associated with terrorism or money laundering. Service providers are screened against applicable sanctions lists on a regular basis. By submitting an offer, bidders agree to this screening.

10 Language of the bid

The technical and financial offer and correspondence concerning this procedure shall be in English. Registration and other official documents may be provided in their original language; WHH may request an English translation or explanation where needed for evaluation.

11 Clarifications and errors in tender documents

Bidders shall submit questions or identify contradictions exclusively through the eTender messaging function by 25 October 2026 at 16:00 Iraq time.

WHH will share relevant clarifications with all participating bidders through the platform, without identifying the bidder who raised the question.

Clarification responses are planned by 26 October 2026 at 16:00 Iraq time.

Bidders are responsible for checking the platform for amendments and incorporating them into their offers. Any change to the submission deadline will be formally communicated through eTender.

12 Alteration or withdrawal of bids

Bidders may amend or withdraw their offers through eTender before the submission deadline. Withdrawal must be unconditional.

No material amendment or withdrawal is permitted after the closing time during the applicable offer-validity period.

Clarifications requested by WHH shall be recorded through the platform and shall not materially alter the original offer.

13 Errors in calculations

The evaluation committee will check financial offers for arithmetic errors. Where figures and words differ, the amount in words will prevail. Where a unit rate multiplied by the stated quantity or working days differs from the line total, the unit rate will prevail. WHH will notify the bidder of corrections; refusal to accept a correction will result in rejection of the offer.

14 Place and conditions of service performance

The assignment will be carried out primarily in Dhi Qar Governorate, including project locations and agricultural market areas agreed during inception. Relevant market actors outside Dhi Qar shall be included where they can serve, supply, purchase from or otherwise contribute to markets in the governorate.

The consultant shall perform the services in close coordination with WHH Iraq, comply with applicable security instructions and submit deliverables electronically to the designated WHH focal point. All fieldwork and implementation arrangements must be included in the proposed approach and budget.

15 Implementation schedule

The indicative assignment period is 3 November 2026 to 19 February 2027, subject to contract signature and confirmation of the detailed workplan. The bidder must state its availability and proposed level of effort. The ToR provides the following indicative milestones:

Phase	Indicative period
Inception and detailed methodology	3 November – 1 December 2026
Market ecosystem mapping and ESG screening	1 December 2026 – 3 January 2027
Validation and finalisation of mapping outputs	3–16 January 2027
Preparation of dissemination materials and activities	18 January – 2 February 2027
Market information sharing and follow-up	2–19 February 2027
Final consultancy package	19 February 2027

The workplan shall account for access, permissions, security and stakeholder availability. Detailed timing will be agreed with WHH; any adjustment to the contractual completion date requires written agreement.

16 Prices

All prices must be quoted in Iraqi dinars (IQD), inclusive of VAT and all applicable taxes.

The financial offer must show the total price and a clear cost breakdown, including professional fees and working days, field travel, accommodation, data collection, analysis, reporting, dissemination activities and any other necessary costs.

All costs necessary to complete the agreed scope must be included.

Bidders may use their own proposal format, provided all requested information is supplied. The financial comparison will use the total evaluated price for the full assignment.

17 Quality review and acceptance of deliverables

WHH will review the services and outputs against the ToR, the agreed methodology and the contract. Deliverables require formal WHH approval. The consultant shall address documented comments and correct deficiencies within the agreed timeframe, without additional charges for work needed to meet the contracted requirements.

WHH may reject outputs that do not meet the contractual requirements and may apply the remedies stated in the contract. Review, partial acceptance or payment does not release the consultant from its responsibility for the quality and completeness of the services.

18 Contracting authority

Deutsche Welthungerhilfe e. V. – Iraq Country Office
Building B, Apartment 28, 6th Floor, 4 Towers
Erbil, Kurdistan Region, Republic of Iraq

19 Recipient of services and contract management

The recipient is WHH Iraq, Project IRQ 1101. The designated project focal point will coordinate the assignment and arrange technical review and acceptance. The focal point and operational contact details will be confirmed in the service contract.

20 Documents to be submitted

The offer must contain clearly identified technical and financial parts and all supporting documentation. Upload the complete submission through eTender before the deadline. Offers must be signed or include the phrase “valid without signature”, as permitted in the ToR.

- Technical proposal demonstrating understanding of the objectives, scope, expected results and assessment questions; proposed methodology for mapping, ESG screening and market information sharing; and arrangements for quality, ethics and risk management.
- Detailed workplan with activity sequencing, milestones, deliverables, estimated working days, team responsibilities and availability for the indicative assignment period.
- CVs and relevant qualifications of the lead consultant and proposed team; company or organisational profile, where applicable.
- Relevant previous assignments and references, stating client, assignment title, location, period, scope and reference contact details.
- Financial offer in IQD, with total cost inclusive of taxes and a detailed breakdown covering the full scope; confirmation of validity and payment terms.
- Completed and Signed Annex I, II and III
- Evidence of legal status, registration, tax status and authorisation to operate, as applicable to the type of applicant. Individual applicants shall provide equivalent identification and status documents.

Failure to provide the required information or to meet mandatory requirements may lead to exclusion.

Any clarification requested by WHH will be communicated through eTender and shall not allow a material change to the original proposal.

21 Evaluation and award criteria

WHH will first review the offers for administrative compliance, eligibility and conformity with the mandatory requirements. The evaluation committee will then assess the technical proposals and conduct interviews under Article 8 before completing the financial evaluation. Offers will be evaluated on the following basis, consistent with Section 12 of the ToR:

Criterion	Assessment basis	Weight
Technical approach and methodology	Understanding of the assignment; suitability of the mapping and information-sharing approach; feasibility of the workplan; and risk management.	40%
Relevant experience and qualifications	Relevant market, value-chain, stakeholder, private-sector, ESG and information-sharing experience; team qualifications and composition; and similar assignments, preferably in Iraq.	30%
Financial offer	Cost-effectiveness and value for money based on the total evaluated cost in IQD for the full assignment.	30%

Each technical criterion will be rated from 0 to 10 using the written proposal and interview: 0 = absent or non-responsive; 1–2 = very weak; 3–4 = weak with major gaps; 5–6 = adequate with gaps; 7–8 = good; 9–10 = very good and fully substantiated. Scores and the reasons for them will be recorded by the committee.

Methodology points = methodology rating ÷ 10 × 40.

Experience points = experience rating ÷ 10 × 30.

Financial points = lowest evaluated price among compliant offers ÷ the evaluated offer price × 30.

The final score is the sum of the three components, with a maximum of 100 points. Financial scoring applies only to offers remaining eligible and compliant after technical review. WHH will recommend the highest-scoring compliant offer for award, subject to the required approvals and contract finalisation.

22 Payment and supporting documents

Payment will be made in three instalments in accordance with Section 11 of the ToR:

Milestone and required approval	Share
Contract signed, inception report submitted and approved, and corresponding invoice received.	20%
Main market ecosystem mapping deliverables completed and accepted, including the draft or final mapping report as agreed, stakeholder database, analysis, ESG results and prioritised market actor shortlist; corresponding invoice received.	60%
Final consultancy deliverables approved, including market information-sharing documentation, final dissemination materials and all other deliverables required by Section 7 of the ToR, corresponding invoice received.	20%

Unless otherwise specified in the service contract, WHH will make payment by bank transfer within 30 days after receipt of a correct invoice and the required supporting documents, once the relevant payment milestone has been approved. Invoices shall be addressed to WHH Iraq and include the contract reference, milestone, amount, applicable taxes and valid bank details.

The bank account must be in the contractor's name and in its country of residence.

Any request for a different arrangement must be disclosed and justified in the offer and remains subject to WHH approval. Payment does not itself constitute acceptance of the services. WHH may withhold payment where required documents or contractual obligations remain outstanding, in accordance with the contract.

23 Liability and delayed or nonconforming services

The contractor is responsible for its negligent breach of duty and that of its representatives and personnel. Timely performance and delivery of outputs meeting the agreed scope and quality are essential contractual obligations.

Where the contractor is culpably in default in remedying a defect or completing a service or deliverable fully and on time, WHH may claim liquidated damages of 0.2% of the agreed net remuneration for the affected service or deliverable per working day of default, up to a maximum of 5% of that remuneration, subject to the applicable WHH contractual terms. The contractor may demonstrate that WHH incurred no damage or materially less damage. The applicable contractual terms determine the working days used for this calculation.

These remedies are without prejudice to other rights available to WHH under the service contract, including termination for non-performance or breach.

24 Performance bond and bank guarantee

If the service contract expressly requires a performance bond or bank guarantee, the contractor shall provide it in the amount and form specified in the contract through an acceptable bank. Unless the contract provides otherwise, any required guarantee must be submitted within two weeks of contract acceptance. Failure to provide an acceptable guarantee will be treated in accordance with the contractual default provisions.

25 Terms and conditions of the service contract

The service contract will incorporate the ToR, the accepted technical and financial offer and the applicable WHH Terms and Conditions issued as Annex II. The provisions applicable to consultancy services shall govern the assignment. The contract may not be awarded to an applicant with a disqualifying conflict of interest or one that has misrepresented or withheld information required for participation.

All data, reports and other materials produced or obtained under the assignment are confidential and remain the property of WHH as stipulated in the ToR. They may be used only for the purposes of the consultancy unless WHH gives prior written authorisation. The consultant and team members shall comply with WHH safeguarding, PSEAH and data-protection requirements.

26 Offer validity and submission conditions

Offers must be submitted exclusively through WHH's eTender platform by 29 October 2026 at 16:00 Iraq local time (UTC+3).

Email, hand delivery and postal submissions will not be accepted.

Registration on the platform is free. Bidders must complete registration and upload their offers in sufficient time and confirm that the platform has recorded their submission before the deadline.

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All procurement questions, clarification requests and correspondence concerning this tender must be handled through the eTender platform. The RFT reference and links will be inserted before publication.

27 Appeals and reporting concerns

Tenderers who believe they have been harmed by an error or irregularity in the award process may submit a complaint through WHH's reporting channel:

<https://welthungerhilfe.whispli.com/reportconcerns>

**For Deutsche Welthungerhilfe e. V.
WHH Iraq Country Office
Procurement Team**