

Date: 2nd June 2025

Reference: IQ10-RFP-PR151113

### **RFP Notice**

Mercy Corps is a non-religious, non-profit, and non-governmental international humanitarian organization.

Mercy Corps is seeking Consultancy Firm or Individual Consultant to provide a national advisory for climate services as per the attached SoW **[Baghdad Governorate], Iraq**. (The proposals of firms are not accepted)

If you are interested in submitting a proposal, you will need to complete a Supplier Information Form and other requested documents according to the guidelines below.

1. The suppliers can download the Documents on this link  
(<https://ngosjobs-bids.com/jobs>)

Completed request for Proposal and Required documents must be submitted to Mercy Corps by **[4<sup>th</sup> June. 2025 @4:30 PM (Iraq Time)** in one of the following methods.

1. Email completed Request for Proposal to [akhorsheed@mercycorps.org](mailto:akhorsheed@mercycorps.org) with the Reference number in the email subject line.  
- Signed supplier information, Form (Mandatory)

#### **Required Experience & Skills for the Consultant:**

- Bachelor's degree in a relevant field (environment, climate studies, community engagement, etc.)
- 8 years' experience working in the NGO sector in climate, at least 5 years in Iraq
- Previous experience designing and implementing capacity-building initiatives for the government
- Demonstrable engagement in critical climate issues in Iraq
- Proficiency in Arabic and English (written and spoken).

#### **Payment:**

- Two payments will be processed (After completing tasks at the end of July (payment in Aug), completing tasks by the end of Nov (payment in Dec), and a 10% payment in Jan 2026)
- The service contractor will submit an invoice, time sheet, narrative report, and deliverables mentioned.
- The service contractor will be responsible for all of his/ her travel and accommodation,

#### **Documents submission:**

- One CV (In English and not more than 3 pages) and a cover letter (in English and not more than 2 pages).
- Budget breakdown (including service contractor cost, travel cost, accommodation, press conference related cost, and any other relevant justifiable expenses).
- Two References or recommendation letters for similar work,

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- Note: Mercy Corps will cover the cost of participants transportation and venue bookings for meetings.
- National Iraqi ID or Passport
- Company Registration (For Firms Only)
- Tax Clearance 2024 or 2025 (For Firms Only)
- Business bank account

**Evaluation criteria**

- Technical Experience & Qualifications (Consultant CV)- 40%
- Detailed budget - 40%
- Methodology & Implementation Plan- 20%

**Please send your questions, if any, to [akhorsheed@mercycorps.org](mailto:akhorsheed@mercycorps.org)**(please mention the reference of the Request for Proposal in the Subject line)