

Request for Quotations (RFQ)

Procurement of Short-Term Logistics Assistant Services – Baghdad, Iraq

Tender Title: Procurement of Short-Term Logistics Assistant Services for Civil Society Workshops in Baghdad

Tender Reference Number: PT2026-01

Date Issued: January 19, 2026

Submission Deadline: January 28, 2026

1. Background

Binda Consulting International (BCI) plans to conduct two in-person workshops in Baghdad for participants from Iraqi civil society organisations (CSOs). The workshops will focus on strengthening the capacity of CSOs and will involve participants travelling within Baghdad to attend centrally organised events.

To ensure the effective planning and delivery of these workshops, BCI seeks to engage a qualified **Logistics Assistant** on a short-term basis to provide local logistical and coordination support before and during each workshop.

The first workshop is anticipated to take place **at the end of March 2026**, with the second workshop planned for **the end of 2026**.

2. Scope of Work

Under the supervision of the BCI team, the selected Logistics Assistant will be responsible for providing logistical and administrative support related to the preparation and implementation of the two workshops.

Key tasks will include, but are not limited to:

2.1 Participant Coordination

- Liaising with workshop participants to share logistical information and respond to queries
- Supporting participant registration and attendance coordination

2.2 Travel and Transport Arrangements

- Supporting the organisation of local travel and transport arrangements for participants and facilitators
- Coordinating transport schedules and resolving logistical issues as they arise

2.3 Venue and Service Provider Coordination

- Liaising with workshop venues, hotels (if applicable), and service providers
- Coordinating room setup, catering, equipment, and other venue-related logistics

2.4 On-site Workshop Support

- Providing on-site logistical support during the workshops, including registration, materials preparation, and coordination with venue staff
 - Supporting the BCI team with any additional logistical or administrative needs during the workshops
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3. Level of Effort

BCI anticipates a level of effort of **15 working days per workshop**, for a total of **up to 30 working days** across both workshops.

4. Qualifications and Experience

The successful applicant must meet the following minimum requirements:

4.1 Language Proficiency

- Fluency in **Arabic and English**, with strong written and verbal communication skills

4.2 Relevant Experience

- Demonstrated experience organising or supporting trainings, workshops, or events in **Baghdad**
- Prior experience working with **international organisations** and **civil society organisations** in Iraq
- Familiarity with local venues, service providers, and logistical arrangements in Baghdad

4.3 Skills

- Strong organisational and coordination skills
 - Ability to work independently and manage multiple stakeholders under time constraints
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5. Proposal Submission Requirements

Interested candidates should submit a proposal including the following:

5.1 Technical Proposal

- A detailed CV highlighting relevant experience and qualifications
- A brief cover note outlining suitability for the assignment and relevant experience in Baghdad

5.2 Financial Proposal

- A proposed **daily rate**, in USD or IQD
 - The financial proposal should be inclusive of all professional fees and costs
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6. Submission Instructions

Proposals must be submitted electronically to **info@bindaconsulting.org** by **January 28, 2026**.

For any queries regarding this tender, please contact **info@bindaconsulting.org**.

7. Terms and Conditions

- BCI reserves the right to accept or reject any or all proposals without providing reasons
- The successful candidate will be required to sign a contract outlining the terms of engagement
- Only shortlisted candidates will be contacted