



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 September 2019

Country: Riyadh, Saudi Arabia

Description of the assignment: Database Manager

Project name: Technical Cooperation Project in Saudi Arabia

Period of assignment/services (if applicable): 65 working days over the period of 3 months from 15 October 2019 to 15 January 2020

Proposal should be submitted **no later than 05 Oct 2019** and Please click on the link to apply:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87738

Any request for clarification must be sent in writing, or by standard electronic communication to e-mail: pheara.lek@undp.org. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The OHCHR is in the process of strengthening its reporting on Human Rights situation in Saudi Arabia. To support this work, the service of a database manager is required. The database manager will work closely with the Saudi Human Rights Commission to establish a database and provide support to OHCHR – Technical Cooperation Project in Saudi Arabia and the Saudi Human Rights Commission, their local partner in the country, through accurate management of information on Human Rights. The database manager will ensure sustainability of the work through adequate training of Human Rights database entry for the Saudi Human Rights Commission staff members.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The incumbent of the position will oversee the day-to-day operation of the Database, the interaction with the systems integrator, and the escalation and management of risks and progress, in addition to leading the Database Team. The Database Manager will be responsible for the following duties:

- Leads transformational ICT programs throughout the Saudi Human Rights Commission and ensures a unified approach to harmonizing database activities;
- Develop a human rights database system for the Saudi Human Rights Commission
- Directs and manages the day-to-day operations of Database Project;
- Manages contracts with system integration software vendors;
- Oversees all project activities - design; build; test and deployment activities, including business readiness, system cut-over processes and post-production user support;
- Provides leadership to the development of innovative change management programs;
- Formulates and implements the substantive work of the project, determining priorities, and allocating resources for the completion of outputs and their timely delivery;
- Provides leadership towards the development of innovative database support and enables the core work of the Saudi Human Rights Commission in all areas of human rights
- Oversight and direction of the information security and disaster recovery of the database of Saudi Human Rights Commission;
- Oversees the management of activities undertaken by the Database team, ensuring that the activities are carried out in a timely fashion and co-ordinates work in the different areas both within the stakeholders as well as with partners;
- Co-ordinates and oversees the preparation of reports for presentation;
- Ensures that the outputs produced by the Database maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the office/division under his supervision meet required standards before completion to ensure they comply with the relevant mandates;
- Undertakes or oversees the project tasks necessary for the functioning of the Dataset, including preparation of Human Rights indicators, assigning and monitoring of performance parameters and critical indicators;
- Guides, develops and trains staff under his supervision; foster teamwork and communication among staff in the office/Division and across organizational boundaries;
- Chairs meetings, seminars, etc., on Database related issues;
- Provide substantive support in the implementation of the geospatial information management initiative;
- Takes responsibility for the timely preparation, maintenance and provision of geospatial information and maps in support of the Commission operations;
- Coordinates the collection, processing, evaluation and dissemination of geospatial data including vector, raster and thematic data;
- Designs, implements and maintains the geospatial database system as well as other geospatial information systems (GIS) and associated services, ensuring appropriate data security and access controls;
- Performs other related duties as requested by the senior management of the Commission.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

Master's degree or equivalent. A combination of a bachelor with additional years of relevant experience may be considered.

Experience:

- At least 5 years of directly relevant experience in the provision of global ICT in an international organization is required.
- Experience in implementing large scale enterprise systems and complex business transformation projects (ASP.net and SQL server systems).
- Experience in the area of strategic management concepts, change management, enterprise architecture framework, relevant technology platforms, and project management framework and methodologies is desirable.
- Experience in the application of implementation methodology framework is required.
- Experience in directing and managing business process improvement and re-engineering techniques is desirable.

Language Requirement: Fluency in Arabic and English is required.

Competencies:

- **Professionalism:**
 - Ability to manage large Database globally. Ability to effectively implement IT solutions with a focus on improving operations, enabling transformation and leading the management of information and resources.
 - Ability to identify service requirements and establishing effective service delivery and support, identify industry benchmarks for performance, enhance service and performance management and lead a program transformation.
 - Ability to produce reports and papers on technical issues, as well as to review and edit the work of others.
 - Ability to identify key strategic issues and use sound judgment in applying expertise to solve a wide range of problems. Strong conceptual, analytical and research skills.
 - Ability to work under pressure, in meeting commitments and observing deadlines and achieving results. Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remain calm in stressful situations.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:**
 - Takes ownership of all responsibilities and honors commitments;
 - delivers outputs for which one has responsibility within prescribed time, cost and quality standards;
 - operates in compliance with organizational regulations and rules;
 - supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Leadership:**

- Serves as a role model that other people want to follow: Empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.
- Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **Judgment /Decision-making:**
 - Identifies the key issues in a complex situation, and comes to the heart of the problem quickly;
 - gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization;
 - proposes a course of action or makes a recommendation based on all available information;
 - checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

1. **Cover letter:** Explaining why the candidate the most suitable for the work;
2. **Personal History Form-P11 or CV** indicating all current and past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
2. **Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal** as template provided.

Incomplete proposals may not be considered.

5. FINANCIAL PROPOSAL

This is a Lump sum output-based contract. Therefore, the interested offerors are requested to submit **Final All-Inclusive Price** with cost breakdown.

Travel:

All envisaged travel costs must be considered to include in the financial proposal. This includes all travel to join duty station. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial/Price Proposal (100 points) weight; [30%]

A two-stage procedure is utilized in evaluating the applications/proposals, with evaluation of the technical qualification being completed prior to any price proposal being compared. Only the price proposal of the Offerors who passed the minimum technical qualification score of 70% of the obtainable score of 100 points in the technical qualification evaluation would be considered for the Financial Evaluation.

a. Technical Compliance of Individual Contractor

The total number of points allocated for the technical qualification component is 100. The technical qualification of the offeror/individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Master's degree or equivalent. A combination of a bachelor with additional years of relevant experience may be considered.	10
At least 5 years of directly relevant experience in the provision of global ICT in an international organization is required.	25
Experience in implementing large scale enterprise systems and complex business transformation projects (ASP.net and SQL server systems).	20
Experience in the area of strategic management concepts, change management, enterprise architecture framework, relevant technology platforms, and project management framework and methodologies is desirable	20
Experience in the application of implementation methodology framework is required	15
Experience in directing and managing business process improvement and re-engineering techniques is desirable.	10
Total Obtainable Score:	100

b. Financial/Price Proposal Comparison:

Only the financial/price proposal of offerors who have attained a minimum of 70% score in the technical qualification evaluation will be considered and evaluated. The total number of points allocated for the price component is 100. Below is the formula used for this evaluation:

Rating for Financial Proposal = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

c. Selection Method and Award Criteria:

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. The total score for each offeror will be calculated independently by this formula: Total Score = Technical Qualification Score x 70% + Financial Score x 30%

ANNEX

- 1. TERMS OF REFERENCES (TOR)**
- 2. INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- 3. OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**