

# PROCUREMENT NOTICE

## FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES



Date: October 30, 2019

Post Title:	Individual Contract (IC) – Junior Statistician
Starting Date:	Contract Signature Date - Ideally by 01 December 2019
Duration:	Three (3) calendar months from contract signature date
Location:	UNDP Regional Programme for Arab States office in Beirut (Lebanon)
Project:	Arab Development Portal (ADP)
Requisition Number:	
National or International consultants:	National Consultant
Is this a LTA (yes/no):	No

### CONTEXT/BACKGROUND

The data revolution is an essential cornerstone of the 2030 Agenda for Sustainable Development with data considered to be one of the fundamental pillars of the accountability framework of the 2030 Agenda. However, online access to quality data in the Arab region remains difficult. Data and knowledge resources on development issues in the Arab region are often outdated, unreliable, and fragmented across multiple international, regional and local sources. When available, access to credible and official data is burdensome. By having access to and effectively using data, individuals, firms and communities in the Arab region can become more actively and meaningfully engaged in rethinking development policies, taking fact-based positions, or leading on entrepreneurial initiatives, thereby contributing to the sustainable development of their countries and regions.

The **Arab Development Portal (ADP)** is an initiative of the Coordination Group of Arab, National and Regional Development Institutions (CG) to create a knowledge platform to promote timely and high-quality knowledge and advance data-driven analysis and debates, advocacy and policy-making in the Arab region.

The United Nations Development Program (UNDP), Regional Bureau for Arab States (RBAS) launched the ADP <http://arabdevelopmentportal.com> online since April 2016, it acts as a bilingual data warehouse and knowledge platform offering data and high-quality content on key development topics in the Arab region based on national and international sources. The primary target audiences for the ADP include decision-makers in the public sector, private sector, academia, media and civil society with an active interest in development efforts in the Arab region.

Leveraging on big data technology, the ADP data portal was revamped in March 2018 to enhance the research experience of users enabling them to search for, visualize, extract, share and therefore analyze and create content based on official statistics. The ADP has also expanded its database to enhance its thematic

coverage of the Sustainable Development Goals (SDGs) and launched the first regional SDGs Tracking Tool<sup>1</sup> in the Arab region, offering a multi-level SDG monitoring framework based on the global indicators, but also on national indicators and targets identified in national development plans of Arab countries. ADP currently offers data users a multi-source and bilingual database hosting 15 thematic topics and more than 7, 000 unique indicators accessible through advanced data browsing and visualization options.

**ADP Project at UNDP is looking to recruit a “Junior Statistician” to assist the senior statistician in gathering, updating and tabulating all data, metadata and information related to ADP development topics.**

#### **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

Under the overall supervision of the Project CTA, and under the direct supervision and guidance of UNDP Senior Statistician, the Junior Statistician is expected to perform the following tasks:

- Compile, update, clean and tabulate all data, metadata and information relevant to the ADP topics and the Sustainable Development Goals (SDGs) based on the most updated available official statistics from international and national sources;
- Perform data entry tasks on the backend of the data portal from international and national sources;
- Regularly check the calendar of updates of National statistical offices;
- Upload content on ADP’s backend office as requested by the senior statistician;
- Assist in ensuring quality, consistency and accuracy of all information, data and metadata posted on ADP portal; and
- Edit/update the data of overviews, blogs, statistical snapshots, indicators and data sources, etc.

#### **EXPECTED OUTPUTS AND DELIVERABLES**

<b>Expected Outputs and Deliverables</b>	<b>Targeted Due Dates</b>	<b>Review and Approvals Required</b>
<b><u>Deliverable 1:</u></b> Update 8 thematic national datasets for the 22 Arab Countries datasets.	4 weeks from contract signature	Reviewed and Approved by UNDP Senior Statistician
<b><u>Deliverable 2:</u></b> Update 8 international datasets for the 22 Arab countries	4 weeks following the satisfactory completion of deliverable 1	Reviewed and Approved by UNDP Senior Statistician
<b><u>Deliverable 3:</u></b> Edit and update 11 country snapshots	1 week following the satisfactory completion of deliverable 2	Reviewed and Approved by UNDP Senior Statistician
<b><u>Deliverable 4:</u></b> Edit and update 8 thematic snapshots	1 week following the satisfactory completion of deliverable 3	Reviewed and Approved by UNDP Senior Statistician

<sup>1</sup> The ADP SDGs Tracking Tool is a regional platform that attempts to simplify the seemingly complex nature of the SDGs monitoring framework, it offers (1) a quantitative analysis facility and data visualization tool that offers multi-country comparison and automatically show benchmark and target values/years (if available) and (2) a report builder that generates two types of automated reports.

<b>Deliverable 5:</b> Edit and update the data from 11 country overviews	1 weeks following the satisfactory completion of deliverable 4	Reviewed and Approved by UNDP Senior Statistician
<b>Deliverable 6:</b> Edit and update the data from 8 thematic overviews	1 week following the satisfactory completion of deliverable 5	Reviewed and Approved by UNDP Senior Statistician

## **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance the Arab Development Portal (ADP) Project Chief Technical Advisor and direct supervision of UNDP Senior Statistician.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

## **DURATION OF THE WORK**

The expected duration of the assignment is expected to be up to three (3) calendar months from contract signature date.

## **DUTY STATION**

UNDP Regional Programme for Arab States office located in Beirut (Lebanon).

## **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

- I. Education:
  - Bachelor's Degree in statistics, economics or any other relevant field.
- II. Work experience:
  - Two (2) years of previous experience in analytical work related to socio-economic development of Arab countries;
  - Strong knowledge of Excel and databases
- III. Language Requirements:
  - Language proficiency in both English and Arabic written and oral is required.
- IV. Key Competencies:
  - a) *Corporate*
    - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
    - Promotes the vision, mission and strategic goals of UNDP;
    - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**b) Functional**

- Good Excel Skills;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure.

**c) Knowledge Management and Learning**

- Ability to strongly promote and build knowledge products;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates strong oral communication skills in English and Arabic.

**d) Judgment/Decision-Making**

- Mature judgment and initiative.

**SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Expected Outputs and Deliverables	Targeted Due Dates	Review and Approvals Required
<b>Deliverable 1:</b> Update 8 thematic national datasets for the 22 Arab Countries datasets	4 weeks from contract signature	After satisfactory completion of deliverable 1 and submission of duly signed Certification of Payment (CoP) up to <b>35% of total contract</b> amount shall be electronically transferred to the selected vendor's bank account with 30 calendar days from the date of CoP submission
<b>Deliverable 2:</b> Update 8 international datasets for the 22 Arab countries	4 weeks following the satisfactory completion of deliverable 1	After satisfactory completion of deliverable 1 and submission of duly signed Certification of Payment (CoP) up to <b>35% of total contract</b> amount shall be electronically

		transferred to the selected vendor's bank account with 30 calendar days from the date of CoP submission
<b>Deliverable 3:</b> Edit and update 11 country snapshots	1 week following the satisfactory completion of deliverable 2	After satisfactory completion of deliverable 1 and submission of duly signed Certification of Payment (CoP) up to <b>30% of total contract</b> amount shall be electronically transferred to the selected vendor's bank account with 30 calendar days from the date of CoP submission
<b>Deliverable 4:</b> Edit and update 8 thematic snapshots	1 week following the satisfactory completion of deliverable 3	
<b>Deliverable 5:</b> Edit and update the data from 11 country overviews	1 weeks following the satisfactory completion of deliverable 4	
<b>Deliverable 6:</b> Edit and update the data from 8 thematic overviews	1 week following the satisfactory completion of deliverable 5	

### Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **Personal CV or P11**, indicating all 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;
- 3) **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit above documents to the Job Advertisement Website:

[https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 10 November 2019.

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11

<http://procurement-notice.undp.org/>

**Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive**

## **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

### **Step I: Screening and desk review:**

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- I. Bachelor's degree in statistics, economics or any other relevant field;
- II. Language proficiency in both written and oral English and Arabic are required;

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

### **Step II : Interview and Technical Evaluation Criteria:**

Interviews shall be conducted by the technical evaluation committee remotely. The same questions will be shared with all shortlisted candidates for both written test and interview.

**Technical evaluation Criteria** max 100 points (Weighted 70):

- I. Two (2) years of previous experience in analytical work related to socio-economic development of Arab countries (30 points);
- II. Strong knowledge of Excel and databases (30 points);
- III. Undertaking a technical interview (40 points)

### **Step III: Final evaluation**

**Financial Criteria** - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n) * 30$  where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will 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 technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.