



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 May 2020

<b>Post Title:</b>	<b>Database Management Expert</b>
<b>National or International Consultant:</b>	<b>International Consultant</b>
<b>Duration:</b>	<b>One year with possibility of extension</b>
<b>Location:</b>	<b>Riyadh, Saudi Arabia Head Office, Ministry of Environment, Water and Agriculture</b>
<b>Project:</b>	<b>Capacity Development and Related Services for an Integrated Sustainable Development and Management of the Water Sector in the Kingdom of Saudi Arabia in the framework of the VISION 2030 – SAU10/107888</b>
<b>Note</b>	This assignment will be under Ministry of Environment, Water and Agriculture (MEWA). United Nations Development Programme (UNDP) is facilitating in disseminating the advertisement as counterpart to the MEWA. The consultant will be hired under MEWA contract. However, UNDP will also act as a sponsor and provide the required residence and working permit. Working place will be the MEWA Headquarter in Riyadh. The Project duration is One Year, there is a possibility for extension for additional One Year.

### CONTEXT/BACKGROUND:

The Ministry of Environment, Water and Agriculture (MEWA) has the mandate to manage and protect the water resources of the Kingdom of Saudi Arabia. During last 10 years, MEWA has conducted a number of detailed studies for surface and groundwater resources assessment which were used for long term, sound and sustainable management of water resources. All these data, plus all other data relevant for the water sector, shall be stored and managed centrally by MEWA. For this purpose, MEWA is presently developing an Integrated Water Information and Management System (IWIMS).

This system has four major objectives:

- To collect and store all water-related data from the Kingdom of Saudi Arabia;
- To access real-time data on water resources, water abstraction, and meteorology;
- To display these data in a control room for every-day control and for emergency cases;
- And ultimately, to management the entire water resources of the Kingdom of Saudi Arabia in a sustainable way.

For the set-up of the database system and the control room, an expert is needed with ample experience in both Geosciences and Database Systems. Hence MEWA has asked UNDP to help in the selection of this expert.

The first stage is a tendering process on the “Development of a Request for Proposal (RFP) for the Design of the National Water Database at the Deputy Ministry of Water, Kingdom of Saudi Arabia”, which will be tendered to national and international companies. The Deputy Ministry of Water, Kingdom of Saudi Arabia together with UNDP is looking for a consultant, who will prepare the Technical Scope of Work for this tender.

## SCOPE OF WORK AND DELIVERABLES

### Objective within the Framework of the UNDP Project

For this UNDP program, the tasks and responsibilities of a Database Management Expert are:

- Lead the “database group” of the MEWA;
- Review the existing database concept, which constitutes the starting point for the project;
- In cooperation with the directorates, identify additional modules that needs to be added;
- For the input of data into the database, evaluate the presently used software for modelling and GIS for their ease of incorporation into the database;
- For the input of data into the database, develop of a concept for the various data present in the MEWA;
- Consider alternative software solutions (open-source for modelling, GIS, and others) that can easily be integrated into the database;
- Conceptualize the data transfer from outside stakeholders into the database and the dash-board;
- Based on the above items, develop detailed and technical TOR for the design and establishment of the database system;
- Lead the technical evaluation of proposals submitted and Advice the project committee in the selection of the most suitable consultant;

### EXPECTED KEY DELIVERABLES

- Preliminary Assessment Report on the current needs and requirement functions of the database
- Project charter, to be developed in close cooperation with UNDP experts and MEWA
- Document “Scope of Work” for the elaboration of the Request for Proposal
- The timeframe for the elaboration of the Request for Proposal
- A cost estimate for the elaboration of the Request for Proposal

### Duration of Assignment:

Total contract duration is One Year. With a possibility for extension based on the need, performance and funds availability.

### Duty Station and Expected Places of Travel, if any:

The assignment will be based in Riyadh, Saudi Arabia at Head Office, Ministry of Environment, Water and Agriculture.

## INSTITUTIONAL ARRANGEMENTS

### Reporting Requirements, Frequency, Format and Deadlines:

The Consultant will report directly to the National Project Coordinator - Ministry of Environment, Water and Agriculture. They will develop a mutually agreed monthly deliverable activity plan with appropriate timelines. The Consultant will submit a monthly progress report against the agreed activity plan on a mutually agreed template. To carry out the work, the consultant is expected to liaise with government partners.

### Working Arrangements:

- All mission travels must be approved in advance and in writing by the Supervisor;
- United Nations Development of Safe and Security – BSAFE course must be successfully completed prior to commencement of travel; <https://www.undss.org>
- The Consultant is responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;

- The consultant is also required to comply with the UN security directives;
- The consultant is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- The consultant will be responsible for making his/her own mission travel arrangements in line with UNDP travel policies;
- The consultant is responsible for required health and life insurances related to work or travel;
- The consultant is expected to have his/her own Laptop/Computer.

## **QUALIFICATIONS and REQUIREMENTS**

### **Education:**

- Advanced University Degree in Computer Science, with sound IT Skills office automation; spatial data management, remote sensing, ground water hydrology and flow transport modelling with software engineering and programming; a relevant multi-disciplinary background is considered useful.

### **Experience:**

- Minimum 15 years of relevant professional experience in the area of Water Database Management
- Familiar with United Nations /United Nations Development Programme Procedures
- Strong communication and analytical skills; and statistical skills
- Strong command of English language, both written and spoken
- Previous work experience in the region is an asset
- Experience in evaluating and conducting result based management
- Strong teamwork skills and ability to work effectively independently as a consultant and gap analyzer; Excellent leadership and influence skills
- Demonstrated ability to proficiently and effectively guide and manage interdisciplinary teams comprised of staff with diverse backgrounds and varied skill sets

### **Languages:**

- Excellent written, verbal, and interpersonal communication skills in English; Arabic language skills will be an advantage.

### **Competencies:**

#### **Core Competencies:**

- Strategic planning
- Innovation
- Organizational Awareness
- Works effectively in Teams
- Clear and concise communication
- Ethics and Values

#### **Functional Competencies:**

#### **Technical/ Functional:**

- Strong knowledge and expertise in electric power system aspects
- Builds support and good judgment
- Strong analytical capacities and ability to synthesize complex inputs into coherent documents
- Change agent including the ability to convince, convey and advocate.

#### **Managerial:**

- Focuses on impact and result for the client
- Coordinates/collaborates with all key stakeholders and build strong networks/ partnerships
- Effective team work and leadership with strong conflict resolution skills
- Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources
- Demonstrates excellent oral and written communication skills

**Behavior:**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats people fairly without favoritism
- Consistently approaches work with energy and a positive, constructive attitude

**PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS (Standard text - do not change)

The contractor shall submit a price proposal as below:

Daily Fee – The contractor shall propose a daily fee, which should be inclusive of his/her professional fee, local communication cost and insurance (inclusive of medical health insurance and evacuation).

Travel and Visa – The contractor shall propose an estimated lump-sum for Home-Riyadh-home travel (economy most direct route) and Saudi Arabia visa expenses.

The total professional fee shall be converted into a lump-sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment linked with deliverables

All proposals must be expressed in a lump sum amount. 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.

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 and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Payment		Deliverables/Milestones	Schedule
Monthly Payment		Monthly payment upon submission and acceptance of monthly working plan and successful delivery of outputs	Monthly

\*\* The National Project Coordinator - Ministry of Environment, Water and Agriculture shall certify and authorize all payment instalments and accompanying payment invoices prior to payment.

\*\*For each payment a certification of payment shall be signed and approved by The National Project Coordinator - Ministry of Environment, Water and Agriculture attached to it explaining the accomplishment of the deliverables corresponding to the respective quarterly progress report.

Reimbursement costs/ travel costs will be paid on the basis of actual expenditure and should not exceed the approved amount in the contract calculation sheet.

**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.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

- b) **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;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, including references to how she/he will approach and complete the assignment.
- d) **Financial Proposal** that indicates the all-inclusive 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.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

## **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

### **Step 1: Screening and Desk Review:**

Individual consultants will be evaluated based on the following methodology.

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

- Minimum 15 years of relevant professional experience in the area of Water Database Management; a relevant multi-disciplinary background is considered useful.
- At least Ten years of proven experience in Integrated water resources management

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

### **Step 2: Technical Criteria – Maximum 70 points**

#### **Qualification and Experience (40 points) [evaluation of CV]:**

##### **General Qualification;**

- Minimum 15 years of relevant professional experience in the area of Water Database Management
- Familiar with United Nations / United Nations Development Programme Procedures
- Strong communication and analytical skills; and statistical skills
- Strong command of English language, both written and spoken
- Previous work experience in the region is an asset
- Experience in evaluating and conducting result based management
- Strong teamwork skills and ability to work effectively independently as a consultant and gap analyzer; Excellent leadership and influence skills
- Demonstrated ability to proficiently and effectively guide and manage interdisciplinary teams comprised of staff with diverse backgrounds and varied skill sets

##### **Interview (30 points);**

The panel may select 3-5 candidates for interview, whom obtained high score depending on the number of applicants.

**\* Technical Criteria: weight 70% and Financial Criteria weight 30%**

**Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.**

##### **Financial Proposal – Maximum 30 points**