

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 May 2020

Post Title:	Consultant - National Cohesion Survey Analyst and Report Writing
National or International Consultant:	International Consultant
Duration:	30 Working Days
Location:	Riyadh, Saudi Arabia King Abdulaziz Center for National Dialogue (KACND)
Project:	Developing Indicators for King Abdulaziz Center for National Dialogue (KACND) - SAU10/106729
Note	<p>This assignment will be with the King Abdulaziz Center for National Dialogue (KACND) aims to strengthen national unity and protect the fabric of the community by consolidating the values of diversity, coexistence and national cohesion. United Nations Development Programme (UNDP) is facilitating in disseminating the advertisement as counterpart to the KACND.</p> <p>However, UNDP will also act as a sponsor and provide the required residence and working permit. Working place will be the KACND Headquarter in Riyadh. The expected duration of the assignment is expected to be up to 30 working days over a period of three months from the contract signature date. One to two weeks mission/s will be in country where the remaining will be from home.</p>

CONTEXT/BACKGROUND:

The King Abdulaziz Center for National Dialogue (KACND) aims to strengthen national unity and protect the fabric of the community by consolidating the values of diversity, coexistence and national cohesion. The Center does so by establishing a culture of dialogue and disseminating it among all members of society to achieve the public interest and maintain national unity. The UNDP project SAU10/106729 – Developing Indicator for King Abdulaziz Center for National Dialogue, with KACND intends to provide outputs in the validation of the National Cohesion Index methodology and its development to ensure its alignment with international standards.

SCOPE OF WORK AND DELIVERABLES

Objective within the Framework of the UNDP Project

The national cohesion survey analyst and report writing consultant will support KACND in analyzing the collected data of national cohesion survey and draft the analytical report results in consultation with KACND technical committee and UNDP Kingdom of Saudi Arabia. The consultant will have two key deliverables during the assignment:

1. Conduct a comprehensive analysis of the collected data after cleaning the dataset and ensure that the produced analysis captures the aim of the survey, aligned with the national cohesion index methodology and best practices in the field of national cohesion.
2. Provide an analytical interpretation of the analyzed data with a comprehensive report exploring national/sub-national/regional differences, gender aspect, and comparison between index pillars.

EXPECTED KEY DELIVERABLES

By the end of the assignment, the consultant should deliver these outputs:

1. Final comprehensive analytical report of the national cohesion index collected data.
2. An interpretation of the analytical work done showing differences amongst locations, gender and pillars.
3. Produce the analytical tables with a syntax for each analysis to be delivered to KACND and UNDP Kingdom of Saudi Arabia Country Office.

Duration of Assignment:

The expected duration of the assignment is expected to be up to 30 working days over a period of three months from the contract signature date. One to two weeks' mission/s will be in country where the remaining will be from home.

Duty Station and Expected Places of Travel, if any:

Two weeks' mission will be in Riyadh where the remaining will be from home.

INSTITUTIONAL ARRANGEMENTS

Reporting Requirements, Frequency, Format and Deadlines:

The consultant will report to UNDP project Manager with secondary reporting to General Director of Studies and Research department at KACND to regularly evaluate progress in meeting the specific deliverables. UNDP regional hub will also help in overseeing the consultant quality of deliverables.

Expected Outputs and Deliverables	Expected number of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
<u>Deliverable 1:</u> comprehensive analytical report with syntaxes for the work implemented.	Up to 15 working days from contract signature date	By September 2020	KACND management and UNDP project manager
<u>Deliverable 2:</u> interpretation of the analysis produced	Up to 15 working days from contract signature date	By September 2020	KACND management and UNDP project manager

- The individual is required to exhibit his or her full-time commitment with KACND and Kingdom of Saudi Arabia UNDP Country Office;
- S/He shall perform tasks under the general guidance of the KACND senior management, UNDP project manager, and oversight by regional hub in Amman.
- The supervision KACND senior management and UNDP project manager will include approvals/acceptance of the outputs and deliverables as identified in the previous section;
- The individual is expected to liaise and collaborate with other consultants, suppliers and UN colleagues during the course of the consultancy;
- The individual is required to provide weekly progress reports on regular and needed basis throughout the assignment to monitor progress;
- The individual is required to maintain close communication with KACND, UNDP Kingdom of Saudi Arabia Country Office, and 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.

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.

If any unforeseen travel outside the consultant home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS and REQUIREMENTS

Education:

- Master's degree in social science, statistics, sociology or other closely related field.

Experience:

- Minimum 7 years of previous relevant working experience in social science, sociology or statistics, preferably with at least 5 years' experience in statistical analysis and report writing pertaining to social science in developing countries;
- Previous experience in analyzing international social science indices surveys (using statistical analysis software) is an asset;
- Previous working experience with the United Nations (UN) is an advantage;
- 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:

- Language proficiency in both written and oral English is required. Knowledge of any other UN language, particularly Arabic, is an asset;

Competencies:

Key Competencies:

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.

Functional

- Proven technical and intellectual skills in understanding and interpreting regional, national and local social science indices;
- Ability to understand and analyze and political dynamics in the region;
- Demonstrated ability for facilitation and coordination skills;
- Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner;
- Background knowledge about the SDGs, United Nations and UNDP;

- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent drafting and formulation skills;
- Excellent computer skills especially Word, Excel and PowerPoint;

Leadership

- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated intellectual leadership and ability to integrate green finance with broader strategic overview and corporate vision;
- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.

Managing Relationships

- Demonstrated ability to develop and maintain strategic partnerships;
- Demonstrated well developed people management and organizational management skills;
- Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.

Managing Complexity

- Ability to address global development issues;
- Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

Knowledge Management and Learning

- Ability to strongly promote and build knowledge products;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

Judgment/Decision-Making

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process;
- Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

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

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	Expected number of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
<u>Deliverable 1:</u> comprehensive analytical report with syntaxes for the work implemented.	Up to 15 working days from contract signature date	By September 2020	KACND management and UNDP project manager Up to 40% of the total contract amount
<u>Deliverable 2:</u> interpretation of the analysis produced	Up to 15 working days from contract signature date	By September 2020	KACND management and UNDP project manager Up to 60% of the total contract amount

** The Senior Management of KACND and UDP Project Manager 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 Staff Management of KACND and UDP Project Manager 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.

Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;

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; 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.

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:

These selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<i>Criteria A: Master's degree in social science, statistics, sociology or other closely related field.</i>		15
<i>Criteria B: Minimum 7 years of relevant working experience in social science, sociology or statistics, preferably with at least 5 years' experience supporting social science index methodology design in developing countries</i>		30
<i>Criteria C: Previous experience in designing international social science indices methodologies is an asset.</i>		20
<i>Criteria D: Technical Proposal (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner);</i>		15
<i>Criteria E: Previous working experience with the United Nations (UN) is an advantage;</i>		10
<i>Criteria F: Language proficiency in both written and oral in English. Arabic is an asset.</i>		10
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Step II: Final evaluation

The final evaluation will combine the scores of the desk review and the 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%]

*** 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