



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March, 3<sup>rd</sup> 2015

Reference: LEB/CO IC/29/15

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of International Trade Expert to support development of the Concept of Saudi Export Development Strategy

**Project name:** Aid for Trade Initiative for Arab States (AfTIAS)

**Period of assignment/services:** Twenty (20) days from the start of contract

Proposals should be submitted to the below e-mail address no later than **Friday, March 20<sup>th</sup> 2015, Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	<a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a>

Any request for clarification must be sent in writing to the e-mail indicated above. The UNDP Procurement Unit will respond in writing 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.

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## **1. BACKGROUND**

The Aid for Trade Initiative for the Arab States (AfTIAS) aims to achieve inclusive economic growth with increased employment opportunities and greater competitiveness through trade policy reform in Arab countries as an integral part of the regional trade and economic integration agenda.

The AfTIAS focuses on assisting Arab countries and the main sub-regional and regional integration entities to accelerate the pace of trade reform and regional economic integration, to strengthen the employment effects of those reforms with particular focus on women and youth. Economic integration through increased trade and foreign direct investment (FDI) are considered as means available in the short to medium term to policy makers to engage countries on a higher path of sustainable economic growth.

To this end, the AfTIAS also supports initiatives aiming at improving performance of cross border operations at selected border posts in the Arab countries, along specific trade/transport corridors to facilitate flow and movement of goods, means of transport and people. Furthermore, it cooperates with Arab countries in addressing contemporaneous challenges such as how to promote economic and trade competitiveness towards more diversification of their economies for sustainable and inclusive growth.

Combination of policy instruments (in terms of policy measures, regulatory framework) with good, future-oriented practices would create a “virtual loop” contributing to the achievement of the project objective. This evidence-based policy approach would support the implementation of quality development solutions that best serve the needs of the Arab region and its member states.

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

The deliverables and outcomes of the first stage of the project shall demonstrate key findings from practical experiences that result from a detailed and comprehensive analysis undertaken by the selected expert. It includes among other issues an assessment of the current exports policies in the KSA, challenges and opportunities for the Saudi exports in the international markets. To that end, it is essential to present facts and operational information in a structured manner with evidence-based analysis to substantiate policy recommendations and suggestions of holistic directions.

A particular focus would be on the main outlines of the new proposed strategy, with clear identification of its features, characteristics, capability of its smooth implementation as well as how it matches real and documented needs of the Saudi export sectors and figuring out of the main sectors and specific goods with high export potentiality in the international markets.

In achieving the objectives of the first stage, the expert will be required to establish clear work methods that enable a fact-based analysis and evidence-supported assessment. In this pursuance, a conduct of a deep analysis and shall be agreed in advance to its effective implementation. As overall, the assignment targets the current export regime in the KSA while priorities would be given to the sectors and goods with the highest export potential.

Moreover, attention should also be given to the analysis of the effectiveness, relevance and efficiency of the current export policies and regime in the KSA as the basis for appropriate recommendations. The assignment should include an analysis of the extent to which these policies can be effective and practical taking into account priorities of SEDA.

Finally, the study will identify key issues, challenges and opportunities in developing and advocating for further involvement of the Saudi business sector in the implementation of the new strategy with focus on exports of goods and services, in support of achieving key objectives of the SEDA.

**For additional information, please refer to Annex I, Terms of Reference.**

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Education:**

- Advanced university degree, or equivalent, in international trade, business administration, economics, or related field;

#### **II. Work Experience:**

- Minimum (10 - 12) years of practical experience in international market and export promotion analysis with demonstrated experience in performing similar assignments;
- Experience in the development of export markets analytical studies;
- Proven public sector and private sector practical experience in, international trade including trade agreements, export competitiveness, development and export market development, access and compliance;
- Detailed knowledge of business and institutional environment in the KSA is an advantage.
- Proven experience in export management, international trade or related disciplines;

#### **III. Functional Competencies:**

- Expertise in developing and implementing market and export studies;
- Proven experience in providing international trade consultancy to public and private bodies is an asset;
- Expertise with the development of export promotion strategies;
- Expertise in quantitative and qualitative data collection and analysis methodologies;

- Detailed knowledge of business and institutional environment in the KSA is an advantage; and
- Excellent oral and written communications, presentation and drafting skills in English and Arabic, desirable.

#### **IV. Languages:**

- All requested reports/ deliverables shall be written in English and in Arabic.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

##### **(I). Technical Proposal:**

- (i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**
- (ii) **Explaining why** you are the most suitable for the work
- (iii) Provide a brief **methodology** on how you will approach and conduct the work
- (iv) Personal **CV** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

#### **5. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

<b>Deliverables/Outputs</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b><u>Deliverable 1:</u></b> Comprehensive report of major export sectors of the KSA (goods and services)	15 days from the start of the contract	AfTIAS Chief Technical Advisor
<b><u>Deliverable 2:</u></b> Analysis of operational matters of the KSA having impact on bringing Saudi products to the international market, including those affecting imports(i.e, logistics and transport	15 days from the start of the contract	AfTIAS Chief Technical Advisor

operations, procedures, processes and documentation) for SEDA		
<b>Deliverable 3:</b> Review of international experiences of export promotion with facilitation of the value and supply chain of goods and services	20 days from the start of the contract	AfTIAS Chief Technical Advisor
<b>Deliverable 4:</b> Provision of support of facilitation (facilitator/resource person) to the workshop of national consultations, including preparation of presentations, short analysis notes	20 days from the start of the contract	AfTIAS Chief Technical Advisor

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).** The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

#### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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 following methodology:

#### **Cumulative analysis**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

*\* Technical Criteria weight; [70%]*

\* Financial Criteria weight; [30%]

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
Criteria A: Advanced university degree, or equivalent, in international trade, business administration, economics, or related field		20
Criteria B: Minimum (10 - 12) years of practical experience in international market and export promotion analysis; demonstrated experience in performing similar assignments;		30
Criteria C: Proven public sector and private sector practical experience in, international trade including trade agreements, export competitiveness, development and export market development, access and compliance and particularly export promotion		50
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b>Weight per Technical Competence</b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

## **ANNEXES**

**ANNEX I - TERMS OF REFERENCE (TOR)**

**ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

**ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**