



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 October 2019

Country: Riyadh, Saudi Arabia

Description of the assignment: Consultant on Terminal Evaluation

Project name: Capacity Development of Public Education Evaluation Indicators

Period of assignment/services (if applicable): 18 working days over the period of 2 months from 01 November to 31 December 2019

Proposal should be submitted **no later than 17 Oct 2019** and Please click on the link to apply:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87923

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

- **National Context**

The evaluation of education is an essential process for the educational development, as it constitutes a key element in the government's institutional work to improve public education with all its elements and levels. The systematic evaluation depends of an organized and independent statistical and analytical extrapolation of the educational efforts, as well as deduction of evidence and indicators to reach specific recommendations to guide the development efforts and the process of making sound decisions on them. For the best practice of education evaluation, the evaluation process is based on regulatory and procedural legislation and mechanisms that guarantee for those in charge of public education institutions a positive interaction with the wise requirements to support the national economy and development under the general policy of the Kingdom.

As of recent, the Kingdom is witnessing development at an unprecedented speed and at various levels of economic and social development, with a clear progress in the fields of economic base diversification and infrastructure development.

In April 2016, the Saudi Vision 2030, an ambitious blueprint for development, was launched. The overall objective of this vision is to transform the economy from its conventional reliance on oil and natural gas to a more diversified economy based on sustainable development. In an effort to build the institutional capabilities required to achieve the ambitious goals of the vision, the National Transformation Programme 2020 (NTP2020) was launched in June 2016 across 24 governmental bodies operating in the economic and development sectors. The NTP2020 uses innovative methods to identify challenges, seize opportunities, adopt effective planning tools, activate the role of the private sector, bring about implementation and evaluate performance against a set of results and key performance indicators.

The educational system requires a high degree of transparency as well as an accurate scientific review for all aspects of the educational process. There is a clear difference between an educational system that gives the student a minimum level of competencies, knowledge and skills, and another that builds human capacity, achieves community efficiency, and contributes to society's economic construction.

This project started out aiming public education, however, the focus has now shifted towards education in general in both the public and private sectors. The key objectives of the Project were:

- A. Enhance the Commission's technical and regulatory capabilities in managing the educational process in the Kingdom.
- B. Develop a comprehensive assessment of the Commission's areas of work in terms of school performance, educational programmes, school accreditation, and programme accreditation.
- C. Develop an action plan to assess and build a quality system and professional licensing system for workers in the public education institutions and units.
- D. Make and promote supportive systems for the management of qualifications to ensure the establishment of a national framework for qualifications that achieves effective linkage between the outputs of the educational system and the requirements of development and labor market.
- E. Evaluate the educational outputs and propose a mechanism for reviewing them for the purpose of providing continuous evaluation of the efficiency of the public education system.
- F. Support the Commission in the preparation of the strategic plan to evaluate the public and private education.

PROJECT INFORMATION

Project

Capacity Development of Public Education Evaluation Indicators
Towards the Preparation of Saudi Youth for the Knowledge Based Society and Economy

Atlas ID

SAU10/90406

Corporate outcome and output	Improved knowledge-based equitable and sustainable development, underpinned by innovation and improved infrastructure	
	Output 1.1. National policies developed to promote economic diversification with a focus on increased employment of nationals	
Country	Saudi Arabia	
Region	RBAS	
Date project document signed	May 2014	
Project dates	Start May 2014	Planned end December 2019
Project budget	US\$9.9 million	
Project expenditure at the time of evaluation	US\$8.6 million	
Funding source	Government Cost Sharing	
Implementing party¹	Education and Training Evaluation Commission (ETEC)	

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

UNDP has initiated the evaluation as a mandatory exercise at the terminal of the project implementation to provide all stakeholders with impartially derived firsthand information on the status of the project and its relevance and performance towards achieving the objectives as listed in the Project Documents. The purpose of the evaluation is to perform an in-depth assessment from technical and managerial viewpoints to see whether the project has successfully accomplished its objectives and to evaluate the impact and sustainability of the project outcome and to assess how the outputs of the above-mentioned project have contributed to enhance the technical, technological and organizational capabilities of the Education Evaluation and training Commission (previously known as the Public Education Evaluation Commission) as regards the management of the educational process in the Kingdom. The findings of the mission will be useful for understanding the management and technical issues of the project and the progress achieved to date. Furthermore, all stakeholders will help in re-

¹ It is the entity that has overall responsibility for implementation of the project (award), effective use of resources and delivery of outputs in the signed project document and workplan.

orientation and re-prioritizing of project activities as needed and facilitate in addressing specific issues by the project management.

The assessment of this project was strategically placed at this particular time in order to promote needed adjustments, identify lessons learned and draw up a sustainability plan for the project prior to end 2019, date of project completion. Efficiency and effectiveness are of prime importance but also transparency and accountability. The review will illustrate intended and unintended results.

The evaluator will be tasked to provide recommendations aiming to improve various aspects of the project towards achievement and quality delivery of the project.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- An education specialist holding an advanced university degree preferably in education (at least Master's degree)

Experience:

- Around 15 years of relevant experience preferably with education evaluation as well as related indicators and knowledge economy.
- Previous involvement and understanding of UNDP's procedures is an advantage and extensive international experience in the fields of project formulation, execution, and evaluation is required.
- Possess strong writing skills coupled with relevant experience in results-based monitoring and evaluation technique.

Language Requirement: The required language for the post is English and Arabic is an asset.

Corporate Competencies

- Demonstrates integrity and fairness, by modelling 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 Competencies

- Proven technical and intellectual skills in understanding and interpreting regional, national and local green financing issues;
- Ability to understand and analyze political dynamics in the region;
- Demonstrated ability for facilitation and coordination skills;
- 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 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

- 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;

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 a strong capacity for innovation and creativity in providing strategic policy advice and direction.

Judgment/Decision-Making

- 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.

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. **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. Duly accomplished **Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC**, including **Financial Proposal** as template provided.
3. **One page technical proposal** on contract methodology and implementation

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
An education specialist holding and advanced university degree preferably in education (at least Master's degree)	10
Around 15 years of relevant experience preferably with education evaluation as well as related indicators and knowledge economy	10
Previous involvement and understanding of UNDP's procedures is an advantage and extensive international experience in the fields of project formulation, execution, and evaluation is required	10
Knowledge of a combination of both qualitative and quantitative evaluation methods and instruments.	30
Technical Proposal <i>(Requires to submit one page technical proposal on contract methodology and implementation)</i>	40
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**