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Terms of Reference

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| Post Title: | Economic Advisor |
| Starting Date | Immediately |
| Duration: | 12 months with possibility of extension. |
| Location | Riyadh, Saudi Arabia |
| Project: | SAU1 0/00113712- Umbrella Programme for Socio-Economic Development |
| National or International consultancy | International |

A. General background information relevant to the assignment

Through its efforts to modernize its economy and achieving sustainable growth, Saudi Arabia recognizes the importance of cooperating with the United Nations System, with a particular emphasis on the UNDP. On the other hand, this requires promoting economic and commercial activities along with the interaction of the Kingdom with other countries, and the urgency to enhance the public services for citizens, efficiency of the public expenditures and upgrading resource allocation.

This project intends to provide substantive and technical assistance to the Government in mainstreaming social and economic development in the national policies at all sectors. The ultimate objective of this intervention is to create a strong foundation for efficient, evidence-based decision-making relevant to socio-economic development in line with the Saudi Vision 2030. The conceptual framework on which this intervention is conceived is that the Government will embrace a role to deal with socio-economic development in a much holistic manner away from the conventional development paradigm of disconnected policies for sectors.

Through this umbrella cooperation between Ministry of Economy and Planning (MOEP) and the United Nations Development Programme (UNDP), the strategic objectives of MOEP will be initially framed in five specific outputs as follows:

- Supporting the social and economic development;
- Integrating sustainable development concepts into national policy;
- Formulating policies for robust economic performance at the sectoral level;
- Formulating policies for regional development;
- Developing technical capacity through the ministry

B. The objectives of the assignment

The expert will report to the Deputy Minister for Economic Policies and Planning and will work closely with the modeling team.

C. The scope of work, which contain a detailed description of deliverables and activities

Provide support to The Ministry of Economy and Planning in the following areas:

- To work with and improve the economic models currently in use at the Ministry.
- To prepare an economic forecast at the local and international level, and assist in preparing reports and policy recommendations to senior officials based on findings.
- To conduct economic impact assessment of the different programs and policy proposals and advise on the recommended course of action.
- To develop economic and empirical models of various types (simple regressions, DSGE, time series, CGE, etc....) to address different questions and gain insight on specific economic phenomena as required.
- To prepare economic studies and short reports on certain issues of interest, and effectively communicate the technical results to policy makers.
- To stay abreast of macroeconomic developments and track relevant indicators.
- To provide technical economic advice in building models in a sound and rigorous manner for the purpose of macro and micro economic analysis, forecasting, and impact analysis.

D. The duration of the assignment

A. 12 months with possibility of extension Travel Plan

This assignment will be one calendar year. One round trip ticket will be provided.

Any change to the preliminary travel plan/schedule hereunder, in such cases, UNDP will cover travel costs in accordance with corporate regulations and rules.

- **Consultant shall provide the Reimbursable Lump Sum of travel cost. UNDP will process the payment upon actual receipts provided for the ticket (should not exceed the unit price provided in the financial offer) and boarding passes/passport stamps (entry and exit) for each travel;**
- **The unit price for tickets should be provided on most direct economic class (business and first-class airfare are not permitted as per UNDP rules and regulations);**
- **Payments will be made upon confirmation of UNDP of satisfactory performance;**
- **Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/>.**

If unforeseen travel outside the consultant workstation 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).

Note: A written approval from UNDP and relevant authorities will be required to facilitate consultant's travel outside Riyadh on official missions where necessary.

B. The duty station and expected places of travel, if any

Riyadh, Saudi Arabia. The consultant will be based at Ministry of Economy and Planning.

C. Reporting requirements, frequency, format and deadlines

The Consultant will be based at the Ministry of Economy and Planning. As such, he will be

working with the MoEP on a daily basis. The consultant is to share updates with the UNDP Programme Analyst on a bi-weekly basis. The bi-weekly updates can take the format of a meeting. The consultant is to share a progress report with the UNDP Programme Analyst on a quarterly basis. The progress report has to be prepared in light of the Work Plan. The exact format will be shared by UNDP Programme Analyst in due course

D. A clear and precise description of the selection criteria, including the required degree of expertise and qualifications such as specialized knowledge, language needs and experience

a. Qualification:

A PhD degree in Economics, with particular strength in econometrics and empirical work.

b. Experience:

- At least 5 years of experience in a similar role.
- Strong technical experience in using and improving the different types of economic models.
- Experience with international organizations is an asset
- Experience of working with government entities is an asset
- Knowledge of Saudi development context is an asset
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c. Language:

Proficiency in English, working knowledge of Arabic is desirable

d. Competencies:

- ☐ Demonstrates commitment to census principles and values.
- ☐ Shares knowledge and experience
- ☐ Provides helpful feedback and advice
- ☐ Strong statistical and IT skills
- ☐ Plans and produces quality results to meet established goals
- ☐ Generates innovative, practical solutions to challenging situations
- ☐ Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate
- ☐ Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence
- ☐ Demonstrates strong oral and written communication skills
- ☐ Responds positively to critical feedback and differing points of view

E. Evaluation Steps:

F. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review/interview:

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:

- Recognized degree (preferably master's level) in statistics, economics or other social sciences.
- At least 10 years of relevant experience in the academia or research institutions, with a focus on analysis of data, composite indices and well-being assessments. Experience with international organizations is an asset.

Shortlisted Candidates will be then assessed and scored against the evaluation criteria mention above.

Price Proposal and Schedule of Payments: (Standard text - do not change)

The contractor shall submit a price proposal as below:

Lump-Sum, which should be inclusive of the professional fee, local communication cost and insurance (inclusive of medical/health insurance).

Travel & Visa: – The contractor shall propose an estimated lump-sum for 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.

G. Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- Duly accomplished Confirmation of Interest and Submission of Financial Proposal Template using the template provided by UNDP (Annex II);
- 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.