



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 April 2020

Post Title:	Consultancy – Power Expert
National or International Consultants:	International Consultant
Duration:	One year
Location:	Riyadh, Saudi Arabia Electricity Affairs Deputyship at Ministry of Energy
Project:	Capacity Development and Related Services for an Integrated Sustainable Development and Management of the Power Sector in the Kingdom of Saudi Arabia in the framework of the VISION 2030
Note	This consultancy assignment will be under Electricity Affairs Deputyship at Ministry of Energy (EA-ME). UNDP is facilitating in disseminating the advertisement as counterpart to the EA-ME. The consultant will be hired under EA-ME 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 1 year, with optional annual renewal subject the project and availability of funds.

CONTEXT/BACKGROUND: The electricity sector in the Kingdom of Saudi Arabia is witnessing a major transformation with a number of ongoing initiatives which aims to increase efficiency of the sector and the added value, at the time which the energy mix is being diversified in the country and the sector is under restructuring. According to the general policies of the Ministry of Energy and the tasks entrusted to it. Deputyship seeks to provide a comprehensive and efficient electrical service -not less than the best global practices-, achieve sustainability, participate in preparation policies and supervision of their implementation to raise the quality of electrical service, provide the necessary electrical safety conditions within the electrical system in the Kingdom, propose policies and strategies for achieving the sustainability of electric energy and follow up their implementation in coordination with the relevant entities. Therefore, the ministry needs to obtain the technical and administrative support in order to contribute to the implementation of national priority initiatives and programs to achieve the vision and objectives of Ministry within the vision of KSA 2030 and the National Transformation Program 2020, with the aim of upgrading electrical services and obtaining high reliability.

SCOPE OF WORK AND DELIVERABLES

Scope of Work of the UNDP Expert within the Framework of this Project

The tasks and responsibilities of the UNDP Expert are to:

- Provide support in revising and evaluating the policies and regulations related to electricity sector.

- Provide technical advice and conduct studies related to the electricity sector.
- Identify global best practice of Ministries of Energy/Energy Departments regarding electricity affairs and write-up of lessons learned for knowledge sharing.
- Perform advisory work in each of the deputyship specialized power sector areas.
- Propose studies, prepare scope of works, and evaluate studies related to the electricity sector and their outputs.

EXPECTED KEY DELIVERABLES

- High quality deliverables related to the above scope of work.

Expected Output 1st year

- High quality advices, analysis, studies, presentations and reports in the above subjects as per deputyship requests
- The Consultant will report directly to the CTA. Together, they will develop a mutually agreed upon quarterly work plan with key milestones and KPIs. The Consultant will submit a quarterly progress report against these milestones.

<i>Deliverables/Outputs</i>	<i>Estimated Duration to Complete</i>	<i>Review and Approvals Required</i>
<u>Output 1:</u> Summary of work done and deliverables so far.	Quarterly	CTA - Electricity Affairs Deputyship at Ministry of Energy.
<u>Output 2:</u> After successful delivery of each assigned task	as per task deadline	CTA - Electricity Affairs Deputyship at Ministry of Energy.

Duration of Assignment: Total contract duration is 12 calendar months. 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 Electricity Affairs Deputyship at Ministry of Energy.

INSTITUTIONAL ARRANGEMENTS

Reporting Requirements, Frequency, Format and Deadlines: The Consultant will report directly to CTA - Electricity Affairs Deputyship at Ministry of Energy. They will develop a mutually agreed deliverable activity plan with appropriate timelines. The Consultant will submit a periodic (as per deputyship request) progress report against the agreed activity plan on a mutually agreed template.

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;
- 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: Bachelor's Degree or higher in Power systems or equivalent from an accredited university

Experience:

- Minimum 10 years extensive and recognized experience as an advisor or expert on subjects of power sector.
- Specific expertise in most of the following areas: power system policy and strategies, power system planning, power system economics, power system restructuring and electricity markets, power system operation and analysis.
- Ability of dealing and managing communication channels (mass-communication).
- Strong teamwork skills and ability to work effectively independently as a consultant and gap analyzer
- Strong quantitative and statistical skills
- Demonstrated ability to proficiently and effectively guide and manage interdisciplinary teams comprised of staff with diverse backgrounds and varied skill sets.

Languages:

- Excellent communication and writing skills in English. Preference for Arabic Speakers.

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
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PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

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

** The CTA - Electricity Affairs Deputyship at Ministry of Energy shall first approve the contract with the expert. The CTA - Electricity Affairs Deputyship at Ministry should then 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 CTA - Electricity Affairs Deputyship at Ministry of Energy attached to it explaining the accomplishment of the deliverables corresponding to the assigned tasks.

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.

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 candidate consultants will be evaluated based on the following methodologies:

Step I: 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:

- Bachelor's Degree or higher in Power or electric systems or equivalent from an accredited university or related discipline.
- Minimum 10 years extensive and recognized experience as an advisor or expert on subjects of power
- Specific expertise in most of the following areas: power system policy and strategies, power system planning, power system economics, power system restructuring and electricity markets, power system operation and analysis.

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;
- ✓ Bachelor's Degree or higher in Power or Electric systems or equivalent from an accredited university or related discipline.
- ✓ Minimum 10 years extensive and recognized experience as an advisor or expert on subjects of power. Specific expertise in most of the following areas: power system policy and strategies, power system planning, power system economics, power system restructuring and electricity markets, power system operation and analysis.
- ✓ Ability dealing with and managing communication channels (mass-communication, social media).
- ✓ Strong teamwork skills and ability to work effectively independently as a consultant and gap analyzer
- ✓ Strong quantitative and statistical 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 candidates for interview, whom obtained high score depending on the number of applicants.

The Electricity Affairs Deputyship at Ministry of Energy will establish and lead this panel with UNDP representative.

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