

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 April 2020

Post Title:	Chief Technical Advisor (CTA)
National or International Consultants:	International Consultant
Duration:	One year with possibility of extension
Location:	Riyadh, Saudi Arabia Head Office, Ministry of Environment, Water and Agriculture
Project:	Capacity Development and Related Services for an Integrated Sustainable Development and Management of the Water Sector in the Kingdom of Saudi Arabia in the framework of the VISION 2030
Note	This assignment will be under Ministry of Environment, Water and Agriculture (MEWA). UNDP is facilitating in disseminating the advertisement as counterpart to the MEWA. The consultant will be hired under MEWA 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 2 years, there is a possibility for extension for additional one year.

CONTEXT/BACKGROUND:

During the last years, the Ministry of Environment, Water and Agriculture (MEWA) initiated an ambitious program for the investigations of its major surface and groundwater resources, for the monitoring of these resources, for the study of hydrological resources (research side), and for the management of the resources (management side). While most of these tasks have been completed or are about to come to an end, the implementation of most of the necessary measures is in its very early stages and hampered by the increasing workload in the ministry. The still rapidly increasing population mainly counteracts the successes the Saudi government and MEWA have achieved in sustainable resources water management through its reforms.

To make a transition from the current patterns of water administration to sound water management mode, two things must happen. First, there is strong need to strengthen the technical and organizational capacities of the MEWA to deal with the triple challenge of water exploitation and distribution (operational side), research for additional resources and cutting-edge technologies to satisfy the increasing demand (research side), and rigid control and administration of all water-related aspects (control side). Second, a sound information base covering data on groundwater availability, quality, withdrawal, and usage is about to be put in place.

The transformation of this information into an all-encompassing water resources management requires sustained long-term efforts, especially since the MEWA has limited capacity and experience in this field. An UNDP program has been designed to initiate a systematic process of capacity development to help in sustainable development of water resources and management of water-related affairs the Kingdom to ensure permanent and sufficient supply. The program has Seven pillars: Groundwater Resources Management; Secondary Water Resources; Water Supply Management; Public Relations, capacity development and research, National Center for water Research and Studies, Water management Control Center each represented by a working group

SCOPE OF WORK AND DELIVERABLES

Objective within the Framework of the UNDP Project

For this UNDP program, a Chief Technical Advisor is needed in order to:

- Coordinate all technical activities amongst technical experts and between UNDP and MEWA
- Coordinate and supervise the activities of technical teams
- Coordinate group activities with the corresponding stakeholders
- Enforce project timetable in terms of deliverables
- Shortlist suitable candidates for expert positions within the Project and provide advice to the Project Coordinator on this matter
- Coordinate the daily work within the technical groups and mediate in cases of conflicts of competence or interest
- Exert quality control on the individual experts' outputs within the teams and of the entire technical project staff
- Organize the substantive material and agenda of workshops for each team every three month, in which achievements and issues of the group are discussed, documented and resolved
- Prepare quarterly and Annual progress report for the entire project following the quarterly workshops documenting achievements and problems to be submitted to the project coordinator for approval. Said reports to be forwarded to UNDP by the project manager
- Present the main topics of these status reports to the Project Coordination Group
- Inform the Project Board immediately in case of unforeseen risks that arise and endanger the successful execution of components of the project
- Provide scientific and technical support and guidance to project Lead Specialists, national focal points and thematic networks for enhanced project effectiveness.
- Lead a strategic plan for capacity development in all water areas
- Identifies and evaluates issues, prepares work programmes, technical terms of references, proposals for sector policies, and other papers as deemed necessary in working towards the overall project objectives.
- Guide various written outputs, e.g. background papers, analysis, substantial sections of reports and studies, etc.
- Provision of advisory services to the National Project Coordinator on project reporting (programme/project preparation and submissions, progress reports, etc.) and ensures preparation of related documents/reports.
- To head and guide the on-the-job training to the technical national staff of the Water Sector

EXPECTED KEY DELIVERABLES

- Stay in permanent contact with UNDP to discuss and handle all technical issues arising from the project
- Help in the selection of suitable candidates for the water expert positions within all working groups
- Coordinate the daily work within the working groups and mediate in cases of conflicts of competence or interest
- Exert quality control and evaluation on the individual outputs within the working groups and of the entire working groups
- Organize workshops for each group every three month, in which achievements and problems of the group are discussed and documented
- Prepare a status report (with percentage of achievement) for the entire project following the quarterly workshops documenting achievements and problems
- Present the main topics of these status reports to the steering committee
- Inform the Project Board immediately in case of unforeseen risks that arise and endanger the successful execution of topics of the program

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 Head Office, Ministry of Environment, Water and Agriculture.

INSTITUTIONAL ARRANGEMENTS

Reporting Requirements, Frequency, Format and Deadlines:

The Consultant will report directly to the National Project Coordinator - Ministry of Environment, Water and Agriculture. They will develop a mutually agreed monthly deliverable activity plan with appropriate timelines. The Consultant will submit a monthly progress report against the agreed activity plan on a mutually agreed template. To carry out the work, the consultant is expected to liaise with government partners.

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.

QUALIFICATIONS and REQUIREMENTS

Education:

- MS or PhD in geosciences or civil engineering with specialization in water-related topics; a relevant multi-disciplinary background is considered useful.

Experience:

- Minimum of 10 years' experience in management of major projects, preferably in water-related business'
- Previous five years' or more experience in water or other natural resources issues.
- Experience in evaluating and conducting result based management
- Ability of dealing 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
- Comprehensive record of successfully completed projects
- Excellent leadership and influence skills

Languages:

- Excellent written, verbal, and interpersonal communication skills in English; Arabic language skills will be an advantage.

Competencies:

People Management:

- Empowers team managers to act independently
- Holds units accountable for setting challenging goals
- Sets high peer standards for measuring success and provides encouragement
- Anticipates and solves organizational conflicts
- Models best corporate practices and highest ethical standards
- Creates atmosphere of trust; builds acceptance and seeks diverse views, cultures and individual needs within the team
- Actively mentors and develops leaders

People Skills:

- Promotes a learning and knowledge sharing environment
- Facilitates the development of individual and multi-cultural/team competencies

Managing for Results:

- Plans and prioritizes work activities to meet organizational goals
- Strategic approach to problem solving

Partnering & Networking:

- Builds and sustains relationships with key constituents (internal/external/ bilateral/ multilateral/public/private; civil society)
- Seeks and applies knowledge, information, and best practices from within and outside of the project
- Demonstrates ability to handle working relationships with senior officials, academics and technical experts.

Innovation & Judgment:

- Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate
- Generates creative, practical approaches to overcome challenging situations
- Devises new systems and processes, and modifies existing ones, to support innovative behaviors
- Provides technical backstopping to the short-term consultants and coordinate and facilitate their operations;
- Advises and assist in designing, implementation and enforcement of the monitoring assessment framework;

Reporting

- The Chief Technical Advisor will report, in parallel track to the National Project Coordinator (Water Deputy Minister), and to UNDP through the Office of the Resident Representative.

Managerial:

- Focuses on impact and result for the client
- Coordinates/collaborates with all key stakeholders and build strong networks/ partnerships
- Effective team 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

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

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

The contractor shall submit a price proposal as below:

Daily Fee – The contractor shall propose a daily fee, which should be inclusive of his/her professional fee, local communication cost and insurance (inclusive of medical health insurance and evacuation).

Travel and Visa – The contractor shall propose an estimated lump-sum for Home-Riyadh-home 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

All proposals must be expressed in a lump sum amount. 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.

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 and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

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

** The National Project Coordinator - Ministry of Environment, Water and Agriculture 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 National Project Coordinator - Ministry of Environment, Water and Agriculture attached 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:

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:

- MS or PhD in geosciences or civil engineering with specialization in water-related topics; a relevant multi-disciplinary background is considered useful.
- At least Ten years of proven experience in Integrated water resources management

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;
- ✓ MS or PhD in geosciences or civil engineering with specialization in water-related topics; a relevant multi-disciplinary background is considered useful.
- ✓ Ten years' experience in Integrated Water Resource Management.
- ✓ Previous Five years' or more experience in water or other natural resources issues.
- ✓ Experience in evaluating and conducting result based management approach (behavioral change and trends).
- ✓ 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 3-5 candidates for interview, whom obtained high score depending on the number of applicants.

**** 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