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Terms of Reference

Post Title:	Economist - Chief Technical Advisor (CTA)
Starting Date	18 October 2018
Duration:	6 months with possibility of extension
Location	Riyadh, Saudi Arabia
Project:	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 Chief Technical Adviser will report to the UNDP Programme Analyst, as the first supervisor; and will simultaneously report to the National Project Manager, as the second supervisor, and through him, will liaise with the concerned Government Ministries and development agencies.

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

The duties and responsibilities will be two-fold:

Project management:

- Ensuring overall responsibility for project management and implementation
- Facilitation of and participation in regular meetings with the Project Board
- Submitting progress reports to the Board
- Advice to the Board members on policy issues relating to project implementation
- Ensuring regular and effective monitoring, reporting and evaluation of the project's performance, using benchmarks established by the project's work plans
- Leading the Project team (advisers, staff and consultants); preparation of relevant terms of reference; supervision of the team in the performance of those duties; facilitation of relevant knowledge-transfer, information sharing and capacity development within the Project team
- Coordination of the work of all consultants and subcontractors, ensuring timely delivery of expected results and effective synergy between the various sub-contracted activities
- Documentation of lessons learned from project implementation and making recommendations to the Project Board for more effective implementation and coordination of project activities
- Addressing critical communications needs and supporting the development and implementation of a project communication plan

Technical Assistance:

- Provision of analysis and research in priority thematic areas as relevant to the development context in Saudi Arabia, including through the publication of policy briefs or other analytical outputs
- Compilation, analysis and interpretation of economic and statistical data, through research of the economic and development issues in the country and production of relevant reports aimed at promoting equitable economic growth and human development
- Assessment of the country's macro-economic policies and their impact on poverty reduction, growth, equity, etc.
- Provision of authoritative advice on possible areas for UNDP support and adjustment of the on-going Umbrella Programme to ensure that the Programme is in line with national policies and priorities including Saudi Vision 2030, National Transformation Programme as well as the SDGs and Agenda 2030

- Production and launch of economic reports, including National Human Development Reports
- Support and facilitation of dialogue on sustainable development issues within the Ministry of Economy and Planning as well as with relevant national partners
- Provision of policy and programming advice and support for development planning and policy formulation at the national, sub-national and local levels
- Identification and analysis of interventions that can impact multiple development goals and targets at the same time
- Monitoring and reporting of progress related to SDGs and other national development frameworks.
- Selection of strategic research topics, surveys and/or case studies

D. The duration of the assignment

6 months with possibility of extension. (Assignment might be intended for a duration of one year or until the completion of the project)

E. The duty station and expected places of travel, if any; Riyadh, Saudi Arabia.

F. Reporting requirements, frequency, format and deadlines

The CTA will report to the UNDP Programme Analyst and consult on a regular basis with the National Project Manager (NPM).

Deliverables:

- The CTA will share a monthly report on progress made against the tasks and responsibilities of the TORs
- The monthly report and any related supporting documents will be reviewed and approved by the UNDP Programme Analyst and certified by UNDP top management before the payment of the monthly instalment.
- The CTA will produce a quarterly progress report against the project work Plan. UNDP Programme Analyst will share the exact format in due course.

G. The approval process required to certify outputs prior to authorizing payment, and payment milestones if applicable:

The Economist- CTA will be shared a certificate of payment where he/she needs to indicate achieved outputs. Then the certificate of payment must be verified by the Supervisor and certified by UNDP top management.

H. 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: PhD degree in Economics or Statistics

b. Experience:

- At least 10 years of relevant experience in the At least 10 years of experience in a similar role.
- Ability to lead teams effectively and have conflict resolution skills.
- Relevant work with government entities, UN agencies and international organizations.
- Ability to work in a multi-cultural environment with sound understanding and capability to empower and develop the capacity of the national counterpart

c. Language:

Proficiency in English, working knowledge of Arabic is desirable

d. Competencies:

Corporate competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Display cultural, gender, religion and age sensitivity and adaptability.

Functional competencies:

- Ability to work on own initiative as well as a member of a team and to work under pressure;
- Excellent interpersonal skills, including the ability to establish strong cooperative relationships with senior government officials;
- Good understanding and practice of capacity development;
- Excellent communication, facilitation, presentation and reporting skills.