

Terms of reference for Individual Contractor

Post Title:	National Project Manager
Excepted Starting Date	1 Jan 2022
Duration:	The expected duration of the work is up to 6 months with the possibility of extension.
Location	Riyadh, Saudi Arabia
Project/Agency:	United Nations Environment Programme (UNEP)
National or International consultancy	National Consultant

1. Office/Unit/Project Description

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Regional Office for West Asia delivers advisory services and capacity-building support to countries to achieve environmental and sustainable development objectives. This consultancy is established at the West Asia Office within the framework of the Strategic Cooperation Agreement between UNEP and the Kingdom of Saudi Arabia.

UN Environment and the Ministry of Environment, Water, and Agriculture in the Kingdom of Saudi Arabia signed a strategic cooperation agreement today to strengthen environmental protection and safeguard natural resources in the Kingdom. UN Environment will provide technical experts in the fields of environmental law, regulations and standards, air quality management, climate change and waste management, among others. The Ministry will be supported in the management of environmental data and information. All of these efforts will contribute to the environmental component of the Saudi Vision 2030.

Countries across the West Asia region are facing similar environmental challenges to those seen in Saudi Arabia, including air pollution, water scarcity, waste management and climate change. The agreement adopts a bottom-up approach to address many of these challenges and presents an example for other countries of the region to address similar challenges.

2. Scope of Work:

Under the direct supervision of the Programme Manager in UNEP West Asia Office, and in coordination with the respective department in the Ministry of Environment, Water and Agriculture in Saudi Arabia, the Consultant will carry out, inter alia, the following duties & responsibilities:

- Define project scope and objectives
- Develop detailed project plans and timelines
- Identify resources required to ensure timely and on-budget completion of the project
- Manage resources effectively and track project costs

- Monitor progress against the plan and timeline, and prepare status update reports to be shared with key stakeholders
- Highlight risks, issues, and changes, and develop mitigation plans
- Ensure the timely delivery of high-quality deliverables
- Manage contracts with vendors and suppliers

3. Expected Outputs and Deliverables

Outputs	Deliverables	Working days per output	Anticipated delivery date
1. Project activities executed in line with MEWA corporate principles	1.1. A clear workplan with objectives, outputs, deliverables, budget and timelines developed.	45	28 February 2022
2. Project team effectively and efficiently guided and backstopped	2.1. Monthly monitoring reports of activities for projects 2.2. Delivery of results as per the approved work plan.	75	15 May 2022

4. Institutional Arrangement

The consultant will report to the Programme Manager of UNEP West Asia Office located in the Riyadh office.

5. The duration of the assignment:

The expected duration of the work is up to 6 months with the possibility of extension .

6. Location:

This assignment will be based in Riyadh, Saudi Arabia.

7. Travel:

- UNDP/UNEP will cover the cost of travel of the individual to the duty station, as well as their return to their home upon completion of their services. Travel costs are covered only in the event that the function will be undertaken physically in the duty station and exclude working from home arrangements.
- Include any official travel expected to be associated with performing the functions.
- Any change to the preliminary travel plan/schedule above, in such cases, UNDP/UNEP will

cover travel costs in accordance with corporate regulations and rules.

- If unforeseen travel outside the assigned duty station is requested by UNDP/UNEP and not required by the Terms of References (ToR), such travel shall be covered by UNDP/UNEP 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/UNEP and relevant authorities will be required to facilitate the consultant's travel to other locations than Riyadh on official missions where necessary.

8. Scope of Price Proposal and Schedule of Payments

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, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the Proposal.

Payments shall be made to the individual contractor upon successful completion and certification by UNDP that services have been satisfactorily performed, based upon the actual number of working days.

Payment shall be made as a deliverables-based lump sum payment, to be paid in instalments. The schedule of payment will be distributed upon satisfactory submission of the deliverables listed in the table hereunder:

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

9. Qualifications of the Successful Individual Contractor

- **Education:**
 - ✓ Master’s in Business Administration, Project Management ,Environmental Science or any related fields.
- **Experience:**
 - ✓ Minimum 7 years of experience in project management
 - ✓ Previous practical experience in similar tasks project design, project development and management , results based monitoring and evaluation
 - ✓ Knowledge of environment issues in Saudi Arabia is an asset
 - ✓ Project management certification such as PRINCE 2 or Project Management Professional (PMP) is advantage

- **Language Requirements:**

- ✓ Fluency in written and spoken English is required. proficiency in Arabic is preferred.
Knowledge of an additional official UN language is an asset.

- **Key Competencies**

- *Leadership*

- Demonstrated ability to think strategically and to provide credible leadership.
- Demonstrated intellectual leadership and ability to integrate knowledge 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*

- Demonstrated well developed people management and organizational management skills.
- 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.
- Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

- *Knowledge Management and Learning*

- Ability to strongly promote and build knowledge products.
- Promotes knowledge management in UN and a learning environment in the office through leadership and personal example.
- Seeks and applies knowledge, information, and best practices from within and outside of UNDP/UNEP.
- Provides constructive coaching and feedback.
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

- *Judgment/Decision-Making*

- Mature judgment and initiative.
- 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.

10. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Personal CV or P11**, indicating all 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) **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.

11. 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.

Technical Criteria (CV review and Desk Review/Interview optional) – maximum 70 points. Only candidates who obtained **at least 70% of points from the CV desk review (who will score at least 49 points)** will be considered for the next stage of evaluation, i.e. financial evaluation.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Educational qualifications
- Minimum of 7 years as experienced
- Project Management Certification
- Knowledge of environmental issues in Saudi Arabia is an asset
- Fluency in spoken and written English and Arabic as indicated in the CV

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

UNDP applies the “**Best value for money approach**” – the final selection will be based on the combination of the applicants’ qualification and financial proposal.

Financial proposal – Maximum 30 points

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

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor shall submit a price proposal as below:

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. Financial proposal should include all relevant cost (consultancy fees, all envisaged travel costs, living allowances, etc.).

Financial evaluation - Total 30% (30 points)

The following formula will be used to evaluate the financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest-priced proposal

z = price of the proposal being evaluated

Interested applicants are advised to carefully review this advertisement and ensure that they meet the requirements and qualifications described.

In view of the volume of applications UNDP receives, only shortlisted offerors will be notified.

K. Approval

This ToR is certified by:

Signature	_____
Name	_____
Designation	_____
Date of Signing	_____

This ToR is approved by:

Signature	_____
Name	_____
Designation	_____
Date of Signing	_____