

Terms of reference for Individual Contractor

Post Title:	Economic Conglomerate Expert
Excepting Starting Date	ASAP
Duration:	10 months
Location	Riyadh, Saudi Arabia
Project:	Umbrella Programme for Socio-Economic Development to MOEP Terms of Reference
National or International consultancy	International Consultant

A. Project Title

Umbrella Programme for Socio-Economic Development **SAU10- 00137889**

B. Project Description

Saudi Arabia, under the prudent leadership of the Two Holy Mosques, King Salman Ibn Abdulaziz, has launched the Saudi Vision 2030, which is seeking to achieve a diversified, prosperous economy. In achieving this vision, it is expected that all ministries and Government bodies would strive for organizational excellence, improving their services and qualified personnel, and building high-performing manpower. Saudi Arabia has achieved and sustained remarkable socio-economic development in the last four decades. In this respect, the Kingdom has been able to move from an underdeveloped status to a developing economy with prosperous socio-economic indicators that qualified it to be one of the G20 worldwide.

Further, this advances the importance of cooperation with the United Nations System, with particular emphasis on 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, the 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 the 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;
- ✓ Sustainable development concept integrated into national policy;
- ✓ National policies formulated for robust sector-based economic;
- ✓ National policies for regional development;
- ✓ Capacity developed for strong computer systems

C. Scope of Work

Objective:

Provide advice and consultation for the ministry.

Duties and responsibilities:

- Evaluation of economic studies and their own visualization
- Prepare Economic studies
- The knowledge of the themes of the Customs Union and the common market
- The knowledge of the work of international economic organizations
- The work of economic federations
- Analysis of economic and financial data
- Analysis of the economic impact of policies and directions
- The knowledge of the preparation of executive strategies
- Preparation of economic models
- The knowledge of Gulf relations and economic aspects

Skills:

- **Economy, Investment, International Relations, Finance, Trade**

Methodology:

The expert will work closely with the Strategic Planning and Institutional Excellence department within the Ministry of Economy and Planning.

D. Institutional Arrangement

The expert will be reporting to the Management of Coordination Councils at MEP and UNDP. A detailed work plan for the expert's duties and responsibilities will be formulated by the Ministry.

E. Duration of the Work

The anticipated duration of the assignment is 10 months

F. Duty Station

This assignment will be in Riyadh, Saudi Arabia

G. Travel:

- UNDP 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 will cover travel costs in accordance with corporate regulations and rules.
- If unforeseen travel outside the consultant home-based city is requested by UNDP/OHCHR 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 the consultant's travel to any locations than stated on this TOR on official missions where necessary.

H. 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 upon the receipt of the deliverables and certification of satisfactory performance by CTA.

I. Qualifications of the Successful Contractor

I. Education:

A master's degree from a reputable university, in Economy, Investment, International

Relations, Finance or Trade, public finance and econometrics academic training or other related fields.

II. Experience

- ✓ 10 years of experience working in Economy, Investment, International Relations, Finance, Trade
- ✓ Demonstrated policy expertise and experience in preparing fiscal frameworks and undertaking macroeconomic analysis and modelling
- ✓ Demonstrated expertise in economic studies and visualization
- ✓ Demonstrated expertise in the analysis of economic and financial data is required
- ✓ Previous experience with fiscal policy in economies is an asset
- ✓ At least eight years of relevant professional experience with national statistics offices and international organizations.
- ✓ Proven experience in applying economics techniques to design studies.
- ✓ Sound understanding of issues of economics in GCC and Saudi context

III. Competencies: Functional competencies:

- ✓ Results-oriented and able to achieve project targets in the deadlines.
- ✓ Ability to independently manage multiple assignments, work with limited direct supervision and capability to work under pressure to manage and achieve project objectives.
- ✓ Excellent interpersonal skills, including the ability to establish strong cooperative relationships with government officials.
- ✓ Good understanding and practice of capacity development.
- ✓ Excellent communication, facilitation, presentation and reporting skills.
- ✓ 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.

IV. Language:

- ✓ Proficiency in spoken and written English.
- ✓ Arabic is an asset.

J. 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:

- I. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- II. **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.
- III. Brief description of why the individual considers him/herself as the most suitable for the assignment
- IV. **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.

Criteria for Selection of the Best Offer

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 evaluation stage, i.e., financial evaluation.

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

- ✓ A master’s degree from a reputable university, in Economy or International Relations, public finance and econometrics academic training or other related fields.
- ✓ At least 10 years of experience working in Economy and International Relations.
- ✓ Demonstrated policy expertise and experience in preparing fiscal frameworks and undertaking macroeconomic analysis and modelling.
- ✓ Demonstrated expertise in economic studies and visualization.
- ✓ Demonstrated expertise in the analysis of economic and financial data is required.
- ✓ Previous experience with fiscal policy in economies is an asset.
- ✓ At least eight years of relevant professional experience with national statistics offices and international organizations.
- ✓ Proven experience in applying economics techniques to design studies.
- ✓ Sound understanding of issues of economics in GCC and Saudi context.

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.

Step II: Financial Assessment:

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. The financial Proposal should include all relevant costs (consultancy fees, all envisaged travel costs, living allowances, etc.).

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

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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

K. Instructions for on-line submissions

Step 1: Please prepare all required documents electronically.

Step 2: Combine all documents in **ONE SINGLE FILE** (preferably in PDF however, Word format can also be accepted) and upload to the UNDP Jobs links

Step 3: After that, you will receive an auto-reply from the UNDP jobs if your offer is received successfully.

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

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Given the volume of applications that UNDP receives, only shortlisted offerors will be notified.

UNDP reserves the right to reject any incomplete applications.

Please be informed that we don't accept applications submitted via email.

Interested Offerors are required to submit an application via UNDP Jobsite system as the application screening and evaluation will be done through UNDP Jobsite system. Please note that UNDP Jobsite system allows only one uploading of application documents, so please make sure that you merge all your documents into a single file. Your online application submission will be acknowledged where an email address has been provided. If you do not receive an email acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application if necessary. Please combine all your documents into one (1) single PDF document as the system only allows you to upload a maximum of one document.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or send to email mohammed.abbas@undp.org with a copy to nora.alzahid@undp.org. While the Procurement Unit would endeavour to provide information expeditiously, only requests receiving at least 3 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline. The UNDP's response (including an explanation of the query but without identifying the source of inquiry) will be posted in the Individual Consultant (IC) Procurement Notice page as provided above. Therefore, all prospective Offerors are advised to visit the page regularly to make obtain updates related to this Individual Consultant (IC) Procurement Notice

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

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

The interested offeror must read the Individual Consultant (IC) Procurement Notice, which can be viewed at https://procurement-notices.undp.org/view_notice.cfm?notice_id=88467 for more detailed information about terms of references, instructions to the offeror, and to download the documents to be submitted in the offer online.

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L. This TOR is approved by:

Signature

Name and Designation

Date of Signing