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Terms of Reference for Individual Contractor
Senior Anti-Corruption Expert
UNDP Support to Nazaha

Post Title:	Senior Anti-Corruption Expert on Global Organizations
Starting Date:	ASAP
Duration:	12 months
Location:	Riyadh, Saudi Arabia
Project:	Support to Saudi Arabia's Anti-Corruption Efforts
National or International consultancy:	International Consultancy

I. Office/Unit/Project Description

Under the guidelines of the Memorandum of Understanding (MoU) between the Oversight and Anti-Corruption Authority (Nazaha) of the Kingdom of Saudi Arabia, and the United Nations Development Programme (UNDP); the expert will provide technical support, guidance and advisory to Nazaha's department of international collaboration, based on their needs and requirements in ensuring Saudi Arabia's national legal framework effectively complies and allows for the implementation of the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, of the Organisation for Economic Co-operation and Development (OECD), to spread justice and build effective, accountable, and inclusive institutions at all levels, in line with SDGs 16.

The assignment will provide high-level guidance and advisory to Nazaha's different departments to based on their needs and requirements. Also, a critical advisory and giving feedback on Nazaha's existing internal courses to their staff is expected to occur; in addition to tailoring training programs inclusive of awareness-raising sessions which will be built on existing resources to be provided to other government entities under Nazaha's supervision.

II. Scope of Work and Deliverables:

Precisely, the Senior Anti-Corruption Expert will deliver duties and responsibilities under the following areas:

- Preparing an analysis of Saudi Arabia's current national legal framework; developing recommendations of modifications or amendments (where necessary) for the framework to be

in line with the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.

- Provide consultation, technical assistance, and training (where necessary) to implement the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions; supporting Nazaha through the review, discussions, negotiations, and drafting of documents related to the convention.
- Supporting Nazaha, where necessary, in its preparation to meet the expectations of the OECD In Saudi Arabia's shift from "Observer State" to "Member State".
- Draft final assignment report entailing recommendations for UNDP engagement with Nazaha with the objective of possibly securing a long-term full-fledged Project.

III. Expected Outputs and Deliverables:

- Provide advisory based on the needs of the Saudi national legal framework.
- Assure the Implementation of the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions of the Organisation for Economic Co-operation and Development (OECD) to spread justice and build effective, accountable, and inclusive institutions at all levels in line with SDGs 16.

IV. Institutional Arrangement:

The Senior Anti-Corruption Expert will be under the overall supervision of Nazaha's officials and in close coordination with the UNDP Programme Analyst

V. Confidentiality

The Senior Anti-Corruption Expert and any person having access to the documents related to this project must sign a non-disclosure agreement, in accordance with Nazaha's procedures.

VI. The duration of the assignment:

The expected duration of the work is up to 12 months, subject to extension based on the availability of funds.

VII. Location

This assignment will be in Riyadh, Saudi Arabia (in-country).

VIII. Travel

- This assignment required the individual to travel to Riyadh, Saudi Arabia. The Senior Anti-Corruption Expert will be stationed at the Oversight and Anti-Corruption Authority (Nazaha) in Riyadh.
- 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 defined city or home-based is being requested by UNDP 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 other locations than Riyadh on official missions where necessary.

IX. Scope of Price Proposal and Schedule of Payments

The Senior Anti-Corruption Expert will be based at the Oversight and Anti-Corruption Authority (Nazaha). He/she will be working in close collaboration with Nazaha officials and staff. The Senior Anti-Corruption Expert is to share updates with the UNDP Programme Analyst weekly. The updates can take the format of a meeting, in addition to sharing a progress report.

All proposals must be expressed in a lump sum amount. This amount must be “all-inclusive”. Please note that the term “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.

Payment shall be made as a deliverables-based lump sum payment, to be paid in 12 instalments. Payment shall be made as a deliverables-based lump upon the receipt of the deliverables and certification of satisfactory performance by the supervisor at Nazahar and UNDP focal person. On a monthly basis.

X. Qualifications and Experience:

a. Education:

- ✓ A post-graduate degree, preferably PhD, from a reputable university in **Law**, International Relations or a related field.

b. Experience:

- ✓ At least 5 years of relevant experience working with government institutions, academia & research institutions, or international organizations. This includes knowledge in producing expertise in the field and leadership skills to support the implementation of large Anti-Corruption projects.
- ✓ Knowledge and understanding of the laws and regulations in Saudi Arabia are desired. Experience in working with the Organisation for Economic Co-operation and Development (OECD), is an advantage
- ✓ Good understanding of the UN programming principles and UN capacity development mandate would be an asset.

c. Language:

- ✓ Excellent command of **Arabic** and **English** (spoken and written)

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, religious 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.
- Similar UN working experience is an asset.

XI. 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.

XII. 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 post-graduate degree, preferably PhD, in Law or a related field.
- ✓ At least 5 years of relevant experience working with government institutions, academia & research institutions, or international organizations. This includes knowledge in producing expertise in the field and leadership skills to support the implementation of large Anti-Corruption projects.
- ✓ Knowledge and understanding of the laws and regulations in Saudi Arabia are desired. Experience in working with the Organisation for Economic Co-operation and Development (OECD), is an advantage
- ✓ Good understanding of the UN programming principles and UN capacity development mandate would be an asset.
- ✓ Excellent command of Arabic and English

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’ qualifications 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)

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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

XIII. 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-notice.undp.org/view_notice.cfm?notice_id=89720 for more detailed information about terms of references, instructions for the offeror, and to download the documents to be submitted in the offer online.

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XIV. This TOR is approved by:

Signature

Name and Designation

Date of Signing