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Terms of Reference for Individual Contractor
National Project Officer
UNDP Support to General Authority for Statistics (GaStat)

Post Title:	National Project Officer
Starting Date:	July 2022.
Duration:	One year.
Location:	Riyadh, Saudi Arabia
Project:	100619 - Institutional Support to Statistics.
National or International consultancy:	National consultant.

A. General background information relevant to the assignment:

Saudi Arabia has realised and sustained, for the last four decades, remarkable progress along the socio-economic development path. As a result of this, the Kingdom has been able to move to a high-income country. The GDP, for instance, increased from SR 156 billion in 1969 to SR 2,631 billion in 2018, putting the economy among the top 20 global economies in terms of size. Based on the annual ranking of the Human Development Index (HDI) of the Human Development Report, Saudi Arabia has steadily moved from the medium human development category in the 1990s to the very high human development category in 2018 at 0.857 value of HDI.

The Saudi Vision 2030 represents an ambitious resolve with long-term goals and expectations founded on the strengths and capabilities of the Kingdom. It covers the three themes of a vibrant society, a thriving economy and an ambitious nation. A thorough review of the three themes and their underlying issues of national concern would reveal a holistic approach to development that encompasses the three dimensions of Sustainable Development Goals (SDGs): the social, the economic and the environmental. Saudi Arabia recognises that achieving the SDGs requires rigorous, real-time and continuous monitoring, for which quality statistics is a must. The General Authority for Statistics (GaStat) has gone through a major revision of its corporate strategy and vision in alignment with the Saudi Vision 2030 and the SDGs. The revised strategy revolves around five pillars:

- Usage of statistics and information
- Production of statistics and information
- Application of advanced technologies in collecting and analyzing datasets
- Communications and awareness towards statistical knowledge
- Governance of the statistical sector

Under the framework of the Institutional Support to Statistics project, UNDP provides technical support

to the GaStat to strengthen the institutional and human capacities of the national statistical system to support evidence-based development planning and policy-making.

Within this context, UNDP is seeking to recruit an Economist to provide technical and advisory support to GaStat to enhance the management of financial accounts and support the improvement of the statistical business registers in compliance with SNA 2008.

B. The objectives of the assignment:

The Objectives are:

- Ensure effective and efficient implementation of the projects by supporting overall project management.
- Support strategic communication and build partnerships for successful project implementation.
- Monitoring and evaluation and reporting.

C. Scope of Work:

Ensure effective and efficient implementation of the projects by supporting overall project management:

- Ensure effective and efficient implementation of projects through project planning, monitoring and oversight, including the establishment of project dashboards and an Implementation Support Unit, as stipulated in project documents, to monitor the implementation of project activities.
- Lead and advise the project team on the achievement of specific results of the project detailed in the annual work plan, including the development of semi-annual workplans, where necessary.
- Ensure the achievement of outputs/results in line with the approved work plans through the day-to-day planning, management coordination and implementation of activities.
- Providing required support in helping to identify new project activities, in close coordination with counterparts
- Organize and lead team status meetings for projects, as stipulated in project documents.
- Ensure accountability for, and efficient use of, project funds.
- Represent the project in various fora; and
- Lead the recruitment and management of experts and staff, as needed, in accordance with UNDP guidelines.
- Coordinate the work of all consultants and subcontractors, ensuring timely delivery of expected results and effective synergy between the various sub-contracted activities
- Document lessons learned from project implementation and making recommendations to the Project Board for more effective implementation and coordination of project activities

In close cooperation with the Chief Technical Advisor, the National Project Officer is to ensure the following:

- Provision of technical support in statistics with emphasis on economics and business statistics and ensuring the quality of the produced economic statistics as per best international practices.
- Provision of technical advice on economic indicators related to GDP estimates, standard pricing indices and the balance of payments to provide a clear picture of the economy.
- Provision of technical advice on the best options to support Saudi Vision 2030 policies and give advisory support on the SDGs indicators.
- Coordination with the other technical experts hired by the project and the GaStat units to support the planning, conduct and management of statistical products and activities, including but not limited to census and surveys such as economic, wealth and industrial surveys.

- Conducting background research and developing policy options and strategies to provide timely quality information and technical advice to the GaStat, UNDP and other relevant partners in support of the delivery of the projects.
- Supporting the assessment of statistics & data needs and defining strategic priorities in coordination with the National Project Manager (NPM) and the relevant GaStat departments.
- Facilitation of learning and capacity development within GaStat, including coaching and on-the-job-training and support to training activities.

Support strategic communication and building partnerships for successful project implementation:

- Maintain close coordination with assigned project partners, helping at ensuring synergies.
- Contribute to the dissemination and visibility of project achievements. Support mechanisms for exchange of information, experience and lessons learned at the local and national levels.
- Constructive and timely advice on inclusion of communications components in programme and projects formulations to integrate advocacy and communication strategies into all aspects of UNDP's development programmes.
- Coordinate project implementation with relevant Government, UN, and other development partners', as required.
- Contribute to the analysis of key development and sectoral policies currently being discussed and implemented in the country and identification of collaboration opportunities for the CO.
- Monitoring and evaluation and reporting:
- Monitor and follow up on project progress according to project document and UNDP procedures.
- Ensure timely submission of financial and activity reports by implementing partners.
- Ensure regular updating of project risk logs and lessons learned logs.
- Prepare high quality and timely donor reporting, including quarterly and annual narrative and financial reports, according to the grant agreements and UNDP procedures.
- Apply UNDP programming tools and policies as explained in the Results Based Management principles.
- Keep abreast of UNDP programming practices and maintain an optimum level of knowledge by continuous learning; and
- Brief and consult with senior management on project progress and provide information and advice as required to contribute to the CO initiatives.
- Undertake any other duties as may be required by UNDP.

D. Expected Outputs and Deliverables:

By the end of the assignment, the officer should deliver these outputs/perform these tasks:

- Ensure effective and efficient implementation of the projects by supporting overall project management.
- Support strategic communication and build partnerships for successful project implementation.
- Monitoring and evaluation and reporting.

E. Institutional Arrangement:

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

F. The duration of the assignment:

The expected duration of the assignment is to be up to 12 months with a possibility of extension

subject to availability of funding and performance.

G. The duty station and expected places of travel, if any:

This assignment will be based in Riyadh, Saudi Arabia.

H. Reporting requirements, milestones, and payments:

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, 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. Required Skills and Experience:

a. Education:

- Master’s degree in statistics, project management, business administration, law, political sciences, economics, urban planning, or any discipline relevant to sustainable international development. A first-level university degree in combination with two years of qualifying work experience may be accepted in lieu of the advanced university degree.

b. Experience:

- A minimum of 5 years of experience associated with an advanced university degree or 7 years of experience associated with Bachelor’s degree.
- Excellent knowledge of project management principles and best practices.
- Project Management Certification, such as Prince2 would be an advantage.
- Ability to network and liaise with relevant counterparts.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of web-based management systems.

c. Language:

Fluency in spoken and written Arabic and English is required.

d. Competencies:

✓ **Corporate competencies:**

- Demonstrates integrity and fairness by modeling the UN/UNDP’s values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

✓ **Functional competencies:**

- Proven technical and intellectual skills in understanding and interpreting regional, national, and local social science indices.
- Ability to understand and analyze and political dynamics in the region. Demonstrated ability for facilitation and coordination skills.
- Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner.
- Background knowledge about the SDGs, United Nations and UNDP.
- Good teamwork and interpersonal skills.
- Flexibility and ability to handle multiple tasks and work under pressure.
- Excellent drafting and formulation skills.
- Excellent computer skills, especially Word, Excel, and PowerPoint.
- ✓ **Leadership:**
 - Demonstrated ability to think strategically and to provide credible leadership.
 - Demonstrated intellectual leadership and ability to integrate green finance with a 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 ability to develop and maintain strategies.
- ✓ **Partnerships:**
 - 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.

I. 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 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;

- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services *[Note: this is optional for support services]*;
- d) **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.

A. 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:

- ✓ Master’s degree in statistics, project management, business administration, law, political sciences, economics, urban planning, or any discipline relevant to sustainable international development. A first-level university degree in combination with two years of qualifying work experience may be accepted in lieu of the advanced university degree.
- ✓ A minimum of 5 years of experience associated with an advanced university degree or 7 years of experience associated with Bachelor’s degree.
- ✓ Excellent knowledge of project management principles and best practices.
- ✓ Ability to network and liaise with relevant counterparts.
- ✓ Sound understanding of issues of population growth in GCC and Saudi context
- ✓ Project Management Certification, such as Prince2 would be an advantage.
- ✓ Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of web-based management systems.

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

- 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

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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

B. 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 to upload a maximum one document.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or sent 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. 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=XXXXX 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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This TOR is approved by:

Signature

Name and Designation

Date of Signing