A. Project Title

100619 - Institutional Support to Statistics

B. Project Description

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 ongoing transformation of Saudi Arabia beneath the Vision 2030 plan is unlocking new possibilities at an extraordinary pace. Quality concerns organisations, processes and products. The main goal of quality management within the statistical business process is to understand and manage the quality of the statistical products.

Means all activities that are done according to the cycle of “Plan Do Check Act (PDCA)”. To be specific, a goal is set and implemented in a reasonable and economical way in order to provide a certain quality that customers want and maintain it. To provide high quality, timely and independent statistical information by assuring the quality of our statistical data outputs and production processes and help integrate quality management into the business of the GASTAT.

C. Scope of Work

The General Authority of Statistics is preparing to implement the population and housing census 2020. In 2020 census operation, GASTAT will use for the first time the Saudi National address as the unit of field surveying and to have a base-map covers all the Kingdom. The national address base-map will allow to integrate different layers of data from different sources with the census data which will give multiple spatial analysis tools.
The Economic Researcher will work under the supervision of the General Manager for Statistical services Directorate and the project Chief Technical Advisor as a co-supervisor. Specifically, the responsibilities under this assignment include the following:

1. **Technical support**
   - Validate data
   - Edit data
   - Process data
   - Adjust for non-response
   - Perform tabulation
   - Analyze data
   - Disseminate data
   - Prepare publications
   - Work with the Statistical Academy to:
     - Develop new products for information and statistical support that meet market requirements and serve the consumer (investor) orientations based in the international standards and the adopted methodology by the General Authority of Statistics through:
       - Developing specialized methodologies and studies for investors.
       - Training the workers on KPI indicators, which needs information sans statistical support and with regards to investment and how to deal with it.
       - Studies of the economic impact of domestic and foreign investment.
   - Provide support in the investment and economic aspects in general, to serve the investment sectors in the kingdom.
   - Perform any other relevant tasks requested by the supervisor.

2. **Capacity Development**
   - In addition to delivering the abovementioned technical support, the Expert will advise GASTAT on principles and best practice in relation to Economy and Investment.

D. **Institutional Arrangement**

The expert will be reporting to GSTAT and UNDP. A detailed work plan for the expert’s duties and responsibilities will be formulated by GSTAT. She/he will be supervised by the General Manager for the National Accounts Department and work in close collaboration with the Chief Technical Advisor (CTA), other consultants and the relevant GaStat technical staff.
E. Duration of the Work
The expected duration of the assignment is to be up to 12 months with a possibility of extension subject to the availability of funding and performance.

F. Duty Station
This assignment will be based in Riyadh, Saudi Arabia

Travel
- This assignment will be based in Riyadh, Saudi Arabia
- UNDP will cover the around ticket to/from duty station
- If unforeseen travel outside the consultant’s duty station city is 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 any locations than stated on this TOR on official missions where necessary.

G. Qualifications of the Successful Individual Contractor:

<table>
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<tr>
<th>Min. Academic Education</th>
<th>Master degree in in statistics or data management with an emphasis on big data acquisition or other related field.</th>
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</table>
| Min. years of relevant Work experience | • 8 years and above of experience in related field.  
• Proofed 8 years direct experience on big data or related aspects.  
• Professional experience with national statistics offices, international organization, ESCWA, GCC states. |
| Required skills and competencies | • Ability to provide statistical technical advice on different sectors/theme.  
• 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.  
• Certification of Training courses / workshops related to the field of big data Acquisition.  
• Certificates of data science is desirable. |
| Desired additional skills and competencies | • Knowledge & experience of working with constituents in the Arab States, particularly in the Gulf Cooperation Council (GCC). |
- 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.

| Required Language(s) (at working level) | Excellent command of English, working knowledge of Arabic would be considered an asset. |

H. 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 maybe 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 the 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 the 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.

I. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodologies:

Step 1: 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 degree in statistics or data management with an emphasis on big data acquisition
➢ Certification of Training courses / workshops related to the field of big data Acquisition.
➢ Certificates of data science is desirable.
➢ Proofed 8 years direct experience on big data or related aspects.
➢ Professional experience with national statistics offices, international organisation, ESCWA, GCC states.

a. Technical Skills:
The qualified candidate should be fully autonomous in preparing policy papers and presentations, mastering office tools and strong project management skills
Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

<table>
<thead>
<tr>
<th>Weight Per Technical Competence</th>
<th>The individual consultant/contractor has demonstrated capacity for the analyzed competence.</th>
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<tbody>
<tr>
<td>5 (outstanding): 96% - 100%</td>
<td>OUTSTANDING</td>
</tr>
<tr>
<td>4 (Very good): 86% - 95%</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>3 (Good): 76% - 85%</td>
<td>GOOD</td>
</tr>
<tr>
<td>2 (Satisfactory): 70% - 75%</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>1 (Weak): Below 70%</td>
<td>WEAK</td>
</tr>
</tbody>
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b. Interview (optional)
The qualified candidates might call for an interview to demonstrate their knowledge about the requirements.

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

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:
\[ p = y \left( \frac{\mu}{z} \right) \]
where
- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest-priced proposal
- \( z \) = price of the proposal being evaluated

J. Annexes to the TOR

K. Approval

This TOR is approved by:

Signature
Name and Designation
Date of Signing