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Terms of Reference for Individual Contractor
Justice and Safety Statistics Expert
UNDP Support to General Authority for Statistics (GaStat)

Post Title:	Justice and Safety Statistics Expert
Starting Date:	Q4 2022 – Q2 2023 – Q3 2023
Duration:	3 months split into each quarter.
Location:	Riyadh, Saudi Arabia
Project:	100619 - Institutional Support to Statistics.
National or International consultancy:	International Consultancy

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 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 of Crime Statistics Product is:

- Identify the demographic characteristics of crime victims, perpetrators, and characteristics of the crime itself.
- Support stakeholders by providing data that identify increased high-risk factors of becoming a victim or committing a crime.
- Feed in international indicators.

C. Scope of Work:

The justice and safety statistics expert will provide technical assistance related to the production of statistical indicators related to crime rates by collecting relevant data in two ways (collecting data through statistical surveys and through administrative data at relevant government agencies), and then after obtaining the data, the necessary analyses are performed to extract Statistical indicators such as rates and percentages of crimes according to their types in order to support decision-makers to combat crime

The justice and safety statistics expert will also carry out capacity strengthening activities, including training and mentoring for management personnel. Responsibilities under this assignment include:

A. Technical Support:

- **For Crime Statistics Products based on administrative data:**
 - Review the methodology we build include indicators such as rate of (Homicide, Trafficking in persons, Suicide, Arms trafficking) including (Descriptive variables, Calculation formula, Data required, Entities owning data, Designing statistical tables to be filled out by entities owning data, Challenging) based on SDGs methodologies.
 - When receive data Check the data quality and communicate with entities if needed
 - Data Analysis and link each type of crimes with descriptive variables and Calculate indicators
 - Design publication release with graphs.
- **For Crimes Surveys Products based on survey data:**
 - Review the methodology we build such as (Women violence survey, Children violence survey, Drugs survey, Bribery survey) including (Method of data collection, Questionnaire include target indicators and descriptive variables, Correction and Navigation rule for questionnaire, Calculation formula for indicators, Determine the sample according to the method of data collection, instruction book, Challenging) based on SDGs methodologies.
 - Training and Implement a pilot study.
 - Real data collection in Integration with administrative data
 - When receive data Check the data quality such as (Processing missing data, Processing

- irrational data)
- Design publication tables to Calculate indicators and interpret data.
- **Perform any other relevant tasks requested by the supervisor.**

B. Capacity Development:

- **Delivering training to department staff in calculating crime statistics.**

C. Expected Outputs and Deliverables:

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

Deliverables	Details	Time frame
Month of Q4 2022		
Deliverable 1:	Review in cooperation with the competent employee the final methodology for Crime Statistics Products based on administrative data such as rate of (Homicide, Trafficking in persons, Suicide, Arms trafficking) including (Descriptive variables, Calculation formula, Data required, Entities owning data, Designing statistical tables to be filled out by entities owning data, Challenging) based on SDGs methodologies.	1 st Week or 5 Working Day
Deliverable 2:	Review in cooperation with the competent employee the final methodology for Women violence and Children violence survey including (Method of data collection, Questionnaire include target indicators and descriptive variables, Correction and Navigation rule for questionnaire, Calculation formula for indicators, Determine the sample according to the method of data collection, instruction book, Challenging) based on SDGs methodologies	2 nd week or 5 working Days
Deliverable 3:	Review in cooperation with the competent employee the final methodology for Drugs survey including (Method of data collection, Questionnaire include target indicators and descriptive variables, Correction and Navigation rule for questionnaire, Calculation formula for indicators, Determine the sample according to the method of data collection, instruction book, Challenging) based on SDGs methodologies	3 rd week or 5 working Days
Deliverable 4:	Review in cooperation with the competent employee the final methodology for Bribery survey including (Method of data collection, Questionnaire include target indicators and descriptive variables, Correction and Navigation rule for questionnaire, Calculation formula for indicators, Determine the sample according to the method of data collection, instruction book, Challenging) based on SDGs methodologies	4 th week or 5 working Days
Total of Working Days		20 Working Days
Month of Q2 2023 & Q3 2023		
	Tasks will be determined based on the adoption of the actual data collection date of the above statistical surveys	

D. Institutional Arrangement:

- The consultant will report to the relevant project personal and consultant with UNDP Programme Analyst on a regular basis.
- Reporting and follow-up Mechanism: The expert will report on a weekly basis to his/her supervisor including activities, outputs, performance indicators, challenges, lessons learned and recommendations.

E. The duration of the assignment:

The expected duration of the assignment is expected to be up to 3 months split into each quarter (Q4 2022 – Q2 2023 – Q3 2023).

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

The duty station for the crime and safety Statistics Expert is Riyadh, Saudi Arabia.

- 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. 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 sum payment, to be paid in the following instalments. The schedule of payment will be distributed upon satisfactory submission of the deliverables listed in the table hereunder:

Payment	Deliverables	Payment Percentage
1 st Payment	Reviewing the final methodology for Crime Statistics & the final methodology for Women violence and Children violence survey Reviewing the final methodology for Crime Statistics &	50 %

	the final methodology for Women violence and Children violence survey	
2 nd Payment	Reviewing the final methodology for Drugs survey & the final methodology for Bribery survey	50 %

D. Required Skills and Experience:

a. Education:

- ✓ Advanced degree, a master's level in statistics, or economics with an emphasis on Crime statistics or other related field
- ✓ Certification of Training courses / workshops related to the field of Crime statistics is advantage.

b. Experience:

- At least 8 years of relevant professional experience with national statistics offices, international organisation, or government in applying statistical theories and techniques.
- Relevant working and practical experience in industry or government agencies regionally (GCC)
- Demonstrate good knowledge of economic indicators for national and local economic trends
- Ability to communicate in Arabic and English effectively, both orally and in writing.
- Excellent presentation, communication, and organizational skills
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c. Language:

The required and primary language is Arabic in addition to English.

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 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 strategic.

✓ **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.

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 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:

- ✓ Advanced degree, a master's level in statistics, or economics with an emphasis on Crime statistics or other related field
- ✓ Certification of Training courses / workshops related to the field of Crime statistics is advantage.
- At least 8 years of relevant professional experience with national statistics offices, international organisation, or government in applying statistical theories and techniques.
- Relevant working and practical experience in industry or government agencies regionally (GCC)
- Demonstrate good knowledge of economic indicators for national and local economic trends
- Ability to communicate in Arabic and English effectively, both orally and in writing.
- Excellent presentation, communication, and organizational skills

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)

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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

A. 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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