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## Terms of Reference for Individual Contractor

Post Title:	VNR Lead Report Author
Starting Date:	1 December 2022
Duration:	90 working days over the period of 6 months
Location:	Riyadh, Saudi Arabia
Project:	00137889 - Umbrella Programme for Socio-Economic Development
National or International consultancy:	International Consultant

### A. Project Title

00137889 - Umbrella Programme for Socio-Economic Development

### B. Project Description

For the last four decades, Saudi Arabia has realized and sustained remarkable progress along the socioeconomic development path. As a result of this, the Kingdom has been able to move to a high-income country.

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. The Umbrella Program for Socio-Economic Development is a partnership between the Ministry of Economy and Planning (MEP) and UNDP aims at mainstreaming social and economic development the national policies, sectoral and regional plans.

It focuses on mobilizing technical assistance and capacity development to MEP to facilitate economic and social transformation, including economic diversification, inclusive and accelerated economic growth. Specifically, the program framework covers the following:

Main areas:

- SDGs monitoring and reporting.
- Policymaking, policy analysis and regional development planning.
- Producing the National Human Development Report

Within this context, the project seeks to recruit a Lead Author to support the process of producing the 2<sup>nd</sup> Voluntary National Review (VNR) which will be presented in the 2023 High Level Political Forum (HLPF) in July in New York.

### **C. Scope of Work**

The Lead Editor and Report Writer will work under the direct supervision of the Assistant Sustainable Development team at MEP, and the guidance of the Technical Coordinator and will lead the 2023 VNR process following the UN requirements/standards, including Stakeholder engagement and inclusive preparation. He/ she will assume the following tasks:

1. Prepare a framework with processes and a timeline for the VNR, considering the progress made in the VNR process and the guidelines.
2. In close coordination with the Technical Coordinator, identify the inputs and perspectives needed for each section and coordinate with the relevant entities to secure the required information.
3. Participate in consultations and work sessions with the relevant stakeholders as needed.
4. Propose the conceptual framework and the outline of the report.
5. Lead the writing of the draft VNR through a comprehensive and participatory consultation process using inputs from relevant stakeholders.
6. Facilitate consultation with the Steering Committee and relevant stakeholders (in close cooperation with the Technical Coordinator)
7. Revise the draft VNR based comments and feedback from the consultation process
8. After the Steering Committee validation, facilitate the submission of the final draft version for approval, including submission of all required summaries and annexes.
9. Facilitate the publication of the VNR

### **Rationale and Structure of the VNR:**

The Saudi Arabia VNR is envisioned to read like a success story with case studies embedded in the report. Evidence-based approach will be employed. It will shed lights on efforts dedicated to the work of the Steering Committee and the implementation of the Sustainability Roadmap. Policy Coherence will be highlighted as well as how the strategic enablers (from the Sustainability Roadmap) advance the implementation of the SDGs. To support the process of producing the new VNR, UNDP proposed hiring two experts; one as the Technical Coordinator in charge of putting a roadmap for producing the VNR and engaging all relevant stakeholders and coordinating the national consultations process; another as the Lead Author to synthesize all inputs from the various consultations and write the report according to agreed outline.

The National Review Report to be presented at the HLPF is recommended to have the following standard sections:

1. Opening Statement: highlight key messages from the review and critical issues in the implementation of the agenda at the national level.

2. Highlights: 1-2 page synthesis of the process and findings of the review highlighting the good practices, lessons learned, challenges and areas that would need support
3. Introduction: Country context and objective of the review.
4. Methodology and Process for Preparation of the Review: Methodologies including consultations with various stakeholder groups, support received and links with existing national platforms and processes.
5. Policy and Enabling Environment:
  - Creating ownership of the SDGs and the VNRS
  - Incorporation of the SDGs into national frameworks
  - Integration of the economic, social and environmental dimensions
  - Leaving no one behind
  - Institutional mechanisms
  - Structural issues

More information can be found on the following links:

- [Detailed guidelines on the proposed Review format](#)
- [VNR Handbook](#)
- [Q&A for Voluntary National Reviews at the 2022 HLPF](#)

#### D. EXPECTED OUTPUTS AND DELIVERABLES

Deliverable	Expected number of working days	Payment Schedule & Amounts
<b><u>Deliverable 1 - Detailed work plan</u></b> including a situation analysis <sup>1</sup> , which reflects gaps at the global SDGs Framework, steps for formulating the VNR based on a review of previous VNR (lessons learned and achievements) and based on the relevant guidelines for drafting a VNR and entailing case studies <sup>2</sup>		

<sup>1</sup> This will be done in close cooperation with the Technical Coordinator

<sup>2</sup> More guidance will be provided by MEP

<sup>3</sup> The assignment could be 6 months in country

Deliverable	Expected number of working days	Payment Schedule & Amounts
<b><u>Deliverable 2 - Draft VNR Report and consultation meetings minutes:</u></b> The report will be reviewed by the relevant stakeholders, and stakeholders' consultations will be conducted. (The individual chapters of the report will be shared with involved stakeholders for review and approval)		
<b><u>Deliverable 3 - Final VNR Report, including the required annexes.</u></b> The report must include all the key components based on the scope/guidelines for the VNR provided and the ToRs. It should also be easily readable.		

#### **E. Institutional Arrangement**

The expert will be reporting to MEP and UNDP. A detailed work plan for the expert's duties and responsibilities will be formulated by MEP. She/he will be supervised by the Assistant Sustainable Development Department team and work in close collaboration with the Chief Technical Advisor (CTA), other consultants and the relevant MEP technical staff.

#### **F. Duration of the Work**

The expected duration of the assignment is a total of 90 working days across a period of 6 months following the timeline of the 2023 VNR process.

#### **G. 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.

## H. Qualifications of the Successful Individual Contractor:

<b>Min. Academic Education</b>	Advanced university degree (Master's degree or equivalent degree) in sustainable development, economics, social sciences, urban planning, public policy or a related field is required.
<b>Min. years of relevant Work experience</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years experience in development-related activities and advisory role, including in urban and/or social development; this may include research activities and experience in the creation of research articles and publications;</li> <li>• Expertise in preparing concise analytical documents such as technical notes;</li> <li>• Experience working with urban data and/or urban-related indicators and knowledge of urban planning frameworks;</li> <li>• Previous experience working with the Sustainable Development Goals, conducting SDGs localization and use of tools and mechanisms in relation to localizing the SDGs would be a strong advantage</li> </ul>
<b>Required skills and competencies</b>	<ul style="list-style-type: none"> <li>• Ability to provide statistical technical advice on different sectors/theme.</li> <li>• Ability to work on own initiative as well as a member of a team and to work under pressure.</li> <li>• Excellent interpersonal skills, including the ability to establish strong cooperative relationships with senior government officials.</li> <li>• Good understanding and practice of capacity development.</li> </ul>
<b>Desired additional skills and competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge &amp; experience of working with constituents in the Arab States, particularly in the Gulf Cooperation Council (GCC).</li> <li>• Demonstrates integrity and fairness by modelling UN values and ethical standards.</li> <li>• Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.</li> <li>• Display cultural, gender, religious and age sensitivity and adaptability.</li> </ul>
<b>Required Language(s) (at working level)</b>	Excellent command of English, and working knowledge of Arabic would be considered an asset.
<b>Professional Certificates</b>	

## **I. Competencies:**

### **People Skills:**

- Promotes a learning and knowledge-sharing environment
- Facilitates the development of individual and multi-cultural/team competencies

### **Managing for Results:**

- Plans and prioritizes work activities to meet organizational goals
- Strategic approach to problem-solving

### **Partnering & Networking:**

- Builds and sustains relationships with key constituents (internal/external/ bilateral/ multilateral/public/private, civil society)
- Seeks and applies knowledge, information, and best practices from within and outside of the project
- Demonstrates ability to handle working relationships with senior officials, academics, and technical experts.

### **Innovation & Judgment:**

- Conceptualizes and analyses problems to identify key issues, underlying problems, and how they relate
- Generates creative, practical approaches to overcome challenging situations
- Devises new systems and processes, and modifies existing ones, to support innovative behaviours
- Provides technical backstopping to the short-term consultants and coordinate and facilitate their operations.

### **Managerial:**

- Focuses on impact and result for the client
- Coordinates/collaborates with all key stakeholders and build strong networks/ partnerships
- Effective team leader with strong conflict resolution skills
- Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources
- Demonstrates excellent oral and written communication skills

### **Behaviour:**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats people fairly without favouritism
- Consistently approaches work with energy and a positive, constructive attitude

## **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:

- 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.

#### **K. 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 university degree (Master’s degree or equivalent degree) in sustainable development, economics, social sciences, urban planning, public policy or a related field is required.
- Minimum 10 years’ experience in development-related activities and advisory roles, including in urban and/or social development; this may include research activities and experience in the creation of research articles and publications.
- Expertise in preparing concise analytical documents such as technical notes.
- Experience working with urban data and/or urban-related indicators and knowledge of urban planning frameworks.
- Previous experience working with the Sustainable Development Goals, conducting SDGs localization and use of tools and mechanisms in relation to localizing the SDGs would be a strong advantage;

##### **a. Technical Skills:**

The qualified candidate should be fully autonomous in preparing policy papers and presentations, mastering office tools and having 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.

<b>Weight Per Technical Competence</b>	
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

$\mu$  = price of the lowest-priced proposal

z = price of the proposal being evaluated

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

*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 send to email [mohammed.abbas@undp.org](mailto:mohammed.abbas@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 update 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.**

*In view of the volume of applications, UNDP receives, only shortlisted offerors will be notified.*

**L. Annexes to the TOR****H. Approval**

This TOR is approved by:

Signature

Name and Designation

Date of Signing