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Resilient nations.

Terms of Reference for Individual Contractor

Post Title:	SDGs Expert
Starting Date:	1 December 2022
Duration:	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 an SDGs Data to support the role of the Working Group responsible for data in the overall context of implementing the National Sustainability Roadmap.

C. Scope of Work

1. Technical support:

- Conduct a SDGs Data Gap Analysis with government counterparts, to categorize indicators developed codes ¹. Therefore, write Saudi Arabia's SDGs Data Gaps Report.
- Draft a proposal for a National/Data Strategy to tackle data gaps in SDGs reporting
- Work with SDGs department in other government (GASTAT – SDAIA – ADAA as stakeholders) and for Data and Monitoring covers two main sets of indicators:
 - SDG global framework
 - SDR
- Define methodology for data collection and define roles and responsibilities
- Develop/ update metadata and sub-indicators for the SDGs (3 SDG Tiers) and the national indicators with manual for data production and roles and responsibilities /
- Update the national indicators/ the SDGs indicators (continuously)
- Develop/ implement a statistic capacity development action plan for the statistical system (entities outside GASTAT such as line ministries) in line with international standards. This can be done through creating national workshops
- Provide support to the preparation of KSA SDG Annual Progress Reports
- Develop simulation tools around performance as relates to reporting on SDGs and SDR indicators
- Support in providing proposals for updating owners of data (from national entities)

2. Capacity Development

- Internal working sessions for MEP linking the SDGs targets and indicators to the KSA National Development Plan highlighting data requirements and analysis.
- Conduct on-the-job training for MEP staff, focusing on topics related to measuring and monitoring of SDGs data producers.

¹ This will follow UNDP KSA's plan for Data Gap Analysis. Concept note & examples are available for use and reference.

- Conduct working sessions and on the job trainings with the relevant stakeholders which would include a presentation of a review of data gaps and discrepancies and highlighting possible solutions including components to be integrated in the KSA report on SDGs and indicators ²
- Conduct National Workshops for which would include a presentation on guidelines to support data producers and data gaps analysis to ensure prompt report finalization. ³

D. Institutional Arrangement

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

E. Duration of the Work

The expected duration of the assignment is to be up to 6 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.

² This could be done to support the Working Group responsible for data in the overall context of implementing the National Sustainability Roadmap.

³ This could be done to support the Working Group responsible for data in the overall context of implementing the National Sustainability Roadmap.

G. Qualifications of the Successful Individual Contractor:

Min. Academic Education	Master degree or equivalent, in statistics, Economic, Political Science, Gender Studies or other related social sciences.
Min. years of relevant Work experience	<ul style="list-style-type: none">✓ A minimum of 7 years of responsible experience in the area of SDG, gender mainstreaming and social inclusion in UN programmers and project is required.✓ Experience on the application of social and environmental standard.
Required skills and competencies	<ul style="list-style-type: none">✓ 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.
Desired additional skills and competencies	<ul style="list-style-type: none">✓ 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.
Professional Certificates	

H. 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

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 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.

J. 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:

- ✓ Academic Qualification: Master's degree or equivalent in statistics, economics, Political Science, Gender Studies or other related social sciences.
- ✓ A minimum of 7 years of responsible experience in the area of SDG, gender mainstreaming and social inclusion in UN programmers and projects is required.
- ✓ Experience in the application of social and environmental standards.
- ✓ Ability to provide statistical technical advice on different sectors/themes.
- ✓ 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.
- ✓ Knowledge & experience in 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.
- ✓ Professional experience with national statistics offices, international organisation, ESCWA, GCC stat.

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.

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)

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

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 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.

K. Annexes to the TOR

L. Approval

This TOR is approved by:

Signature
Name and Designation
Date of Signing