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Resilient nations.

## Terms of Reference for Individual Contractor

Post Title:	OECD Legal Expert
Starting Date:	1 December 2022
Duration:	3 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. Office/Unit/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 GDP, for instance, increased from SR156 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.

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 national policies and sectoral and regional plans. It focuses on mobilizing technical assistance and capacity development to MEP to facilitate economic and social transformation, including economic diversification and 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

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

The objective of the assignment is to overcome obstacles and strengthen the current partnership. The Ministry aims to structure a framework for cooperation to control this specific area of the partnership (meaning to better regulate the ad-hoc efforts).

An administrative handbook to govern the numerous procedures between the Saudi Government and OECD is also expected to be generated, deriving from this framework for cooperation.

Prior to the cooperation framework, it is anticipated that a communications plan will advise the Saudis of the correct channels and instruments to utilize in order to facilitate work and information sharing and ultimately produce the cooperation framework.

#### **Deliverables:**

- Administrative Manual explaining required procedures for Saudi Arabia to follow to better foster partnerships around different aspects and to serve as a legal framework embedded in the overall cooperation framework which will be produced by the Technical Expert in close cooperation with the Legal Expert

### **D. 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 (in consultation with UNDP). She/he will be supervised by International Organizations 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 3 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:

<b>Min. Academic Education</b>	Masters Degree in Law, international relations, development studies or equivalent
<b>Min. years of relevant Work experience</b>	15 years of experience
<b>Required skills and competencies</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative as well as a member of a team and to work under pressure.</li> <li>• Knowledge &amp; experience of working with the OECD</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> <li>• Worked with international organizations (OECD, WB...) in the legal department to produce policies and related legal agreements.</li> </ul>
<b>Desired additional skills and competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge &amp; experience in 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>	

## **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

## **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 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 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:

- Min. Academic Education: Masters Degree in Law, international relations, development studies or equivalent
- Min. years of relevant Work experience: 15 years of experience.
- Required skills and competencies:
  - Ability to work on own initiative as well as a member of a team and to work under pressure.
  - Knowledge & experience of working with the OECD

- Excellent interpersonal skills, including the ability to establish strong cooperative relationships with senior government officials.
  - Good understanding and practice of capacity development.
  - Worked with international organizations (OECD, WB...) in the legal department to produce policies and related legal agreements.
- Desired additional skills and competencies:
- Knowledge & experience 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, religious and age sensitivity and adaptability.
  - Required Language(s) (at working level) Excellent command of English and working knowledge of Arabic would be considered an asset.

**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 <b>OUTSTANDING</b> capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> 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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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.).

##### **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.*

## **J. Annexes to the TOR**

## **K. Approval**

This TOR is approved by:

Signature

Name and Designation

Date of Signing