

Terms of Reference for Individual Contractor



Empowered lives.
Resilient nations.

Post Title:	Housing Statistics Expert
Starting Date:	January– April 2023
Duration:	3 months
Location:	Riyadh, Saudi Arabia
Project:	100619 - Institutional Support to Statistics
National or International consultancy:	International Consultant

A. Project Title

100619 - Institutional Support to Statistics

B. Project Description

Saudi Arabia has realized 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 organizations, 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.

This means all activities that are done according to the cycle of the "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. 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 Housing Statistics Expert will provide technical assistance related to producing indicators and statistical time series essential for the analysis.
- ✓ The housing Statistics Expert will also implement capacity-strengthening activities, including training and mentoring, for LCS department staff.
- ✓ He/ She will work under the supervision of the General Manager for LCS.

D. Duties and responsibilities:

- Review the objectives and methodology used in the current assessments, and apply the latest methodology of Housing indicators estimations and the best practices for measuring Housing Indicators.
- Reviewing and analyzing the sources of record and non-registered data and the needs of the data available from the concerned authorities.
- Suggest new and modern mechanisms for possible estimates by adopting scientific methods and applications used in international best practices.
- Review the survey form in line with the evidence and international best practices.
- Determining the required variables and their comprehensiveness in the questionnaire while formulating the questionnaire questions in a way that contributes to the accuracy of data collection.
- The ability to communicate with partners and clients to determine their needs from the survey outputs.
- Full knowledge of the criteria for measuring statistical indicators and publishing statistical data.
- Prepare summaries and background materials on housing and population-related issues.
- Monitoring, supporting and evaluating the implementation of capacity building for staff in the field of assessment methods used.
- Prepare talking points, statements and inputs for presentations to staff and stakeholders.
- Design the Housing Statistics Database platform, support the implementation, and advise on the application of methodologies to data analysis;
- Determining the adequate size for the sample, timeframe and objectives of the survey;
- Designing methods for calculating weights for survey data and estimating sampling errors;
- Prepare descriptions and complete documentation of methodologies and procedures to produce data on housing.
- Compile, process and manipulate data sets derived from a variety of sources, such as housing surveys and administrative records of housing data for analysis.
- Assemble and examine original statistical material to ensure accuracy, clarity and validity; makes appropriate adjustments.
- Update statistical series in established formats. Applies new data and derived statistics, enters data on survey reports and provides information for publications on housing outputs.
- Prepare charts, graphs and other outputs for reporting and presentation of various data.
- Maintain relevant computerized databases on housing, and on related economic data, and inputs such data into the respective database for capacity-building in the housing sector for development purposes.
- Respond to decision and policymaker requests on questions related to housing.
- Assist in liaising with other entities to obtain necessary statistical and other relevant information.
- Prepare data sets upon request, respond to queries/requests and maintains/updates web pages.
- Perform any other relevant tasks requested by the supervisor and the development housing indicators that belong to the Ministry of Housing.

E. 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.

F. Duration of the Work

The assignment's expected duration is up to 3 months, with a possibility of extension subject to the availability of funding and performance.

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 the 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. Scope of Price Proposal and Schedule of 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 upon the receipt of the deliverables and certification of satisfactory performance by CTA.

Deliverables	Breakdown with details	Time frame
Deliverable 1:	Upon submission and acceptance of an inception report, including a list of relevant documents to be analyzed (2-3 pages)	1 st Week or 5 Working Day
Deliverable 2:	Final questionnaire	3 rd week or 10 working Days
Deliverable 3:	Upon submission of the final report	12 th week 50 Working Days
Total of Working Days		65 Working Days

I. Qualifications of the Successful Individual Contractor:

I. Education:

- ✓ Advanced degree, preferably a master's level in statistics or economics with an emphasis on housing or other related fields PhD (preferred PhD)
- ✓ Certification of Training courses/workshops related to the field of housing.

II. Experience:

- ✓ At least 10 years of relevant professional experience with national statistics offices, international organizations, or governments in applying statistical theories and techniques.
- ✓ Previous experience in providing advisory support on Statistics and is knowledgeable about Saudi Arabia's culture or similar regions.
- ✓ Sound experience in the statistics industry with a good understanding of the structure of Saudi Arabia's economy and can draw international best practices and policy recommendations to apply to the local context.
- ✓ Strong analytical skills, presentation skills and MS Office proficiency.
- ✓ Experience working in Saudi Arabia or GCC is desirable.

III. Language:

- ✓ Proficiency in spoken and written English. Arabic is an asset.

IV. Competencies:

- ✓ 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.
- ✓ Ability to work on any of the statistical packages to analyze data. (SPSS, STATA)
- ✓ Good understanding and practice of capacity development.
- ✓ 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, religious and age sensitivity and adaptability.

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 degree, preferably a master's level in statistics or economics with an emphasis on housing or other related fields (preferred PhD)
- Certification of Training courses/workshops related to the field of housing.
- Experience: at least 10 years of relevant professional experience with national statistics offices, international organizations, or governments in applying statistical theories and techniques.
- At least 10 years of relevant professional experience with national statistics offices, international organizations, or governments in applying statistical theories and techniques.
- Previous experience in providing advisory support on Statistics and is knowledgeable about Saudi Arabia's culture or similar regions.

- Sound experience in the statistics industry with a good understanding of the structure of Saudi Arabia's economy and can draw international best practices and policy recommendations to apply to the local context.
- Strong analytical skills, presentation skills and MS Office proficiency.
- Experience working in Saudi Arabia or GCC is desirable.
- Proficiency in spoken and written English. Arabic is an asset.

I. 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**The contractor shall submit a price proposal as below:**

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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.

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

M. Annexes to the TOR

N/A

H. Approval

This TOR is approved by:

Signature

Name and Designation

Date of Signing