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Resilient nations.

Terms of Reference for Individual Contractor

Post Title:	Quality in Official Statistics Expert
Starting Date:	ASAP
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.

Means all activities that are done according to the cycle of “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 it. 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 Statistical Quality Expert will provide technical assistance related to producing indicators and statistics. Expected to work onsite to drive continuous process improvement through the implementation of Statistical Techniques throughout the business. To act as a site expert in Core Quality Tools with a strong emphasis on Statistical Techniques. Encouraging and educating personnel in the proactive use of statistical techniques as a preventative quality tool. Ensure compliance with customer and supplier standards, including audits as required. To drive continuous process improvement through the implementation of appropriate Statistical Techniques throughout the business. To act as a site expert in Core Quality Tools with a strong emphasis on Statistical Techniques and Measurement capability.

The Statistical Quality Expert will also implement capacity strengthening activities, including training and mentoring, for GASTAT staff. He/ She will work under the supervision of the Director of Quality Management.

D. Duties and responsibilities:

- ✓ To develop a quality methodology to strengthening the internal capabilities of the General Authority for Statistics performance in the field
- ✓ To develop quality assurance/ quality control tools for field operations and data collection as per the international standards and data quality) (consistency, completeness, accuracy, modernity, comparability, etc.)
- ✓ Preparing and implementing a training course on quality for room staff.
- ✓ Holding workshops that include existing surveys
- ✓ Training on sampling techniques and procedures to check data quality
- ✓ To develop standard templates for quality tests
- ✓ Analyze and decipher data using statistical techniques
- ✓ Perform data analytics, evaluate the quality of the data, and identify and interpret trends or patterns in data sets. Act as an agent of change to help drive data best practices and the concept of data as an asset
- ✓ Perform any other relevant tasks requested by the supervisor.
- ✓ Experience in GSBPM (International Version)
- ✓ Experience with statistical metadata reference and standard metadata reports
- ✓ Experience with statistical methodology for all statistical products
- ✓ Ability to build self-assessment checklist for statistical products

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 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.

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. 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 on a monthly basis.

I. Qualifications of the Successful Individual Contractor:

I. Education:

- ✓ A master's degree in mathematics, computer science, information management, statistics or other similar fields. Preferably PhD level.
- ✓ Certification of Training courses /workshops related to the field of Data Quality/ Statistical Quality.
- ✓ Knowledge of Sampling /quality testing

II. Experience:

- ✓ A Proved of 8 years of direct professional experience with national statistics offices, international organizations, or governments in applying statistical Quality methodologies and techniques.

III. Language:

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

IV. Competencies:

- ✓ Expertise in data profiling tools and analytical methods (Informatica IDQ)
- ✓ Experience with SQL.
- ✓ Good knowledge of SAS.
- ✓ Critical thinker who can optimally identify, fix and solve problems
- ✓ Proficiency with Business Intelligence platforms and visualization tools (i.e. Power BI) a plus
- ✓ Excellent data analysis skills, collecting business requirements, including the ability to work with and profile large data sets
- ✓ Experience working within waterfall and agile project management frameworks
- ✓ Understanding of master data management/data processing and data governance practices
- ✓ 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.
- ✓ Statistical packages R/python/ Stata17
- ✓ Knowledge & experience of working with constituents in the Arab States, particularly in the Gulf Cooperation Council (GCC), ESCWA/ UN agencies
- ✓ 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:

- ✓ A master's degree in mathematics, computer science, information management, statistics or other similar fields. *preferably PhD level*
- ✓ A Proofed of 8 years of direct professional experience with national statistics offices, international organizations, or governments in applying statistical Quality methodologies and techniques.
- ✓ Proficiency in spoken and written English. Arabic is an asset.

- ✓ Expertise in data profiling tools and analytical methods (Informatica IDQ)
- ✓ Experience with SQL.
- ✓ Good knowledge of SAS.
- ✓ Critical thinker who can optimally identify, fix and solve problems
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- ✓ Excellent interpersonal skills, including the ability to establish strong cooperative relationships with senior government officials.
- ✓ Good understanding and practice of capacity development.
- ✓ Statistical packages R/python/ Stata17
- ✓ Knowledge & experience of working with constituents in the Arab States, particularly in the Gulf Cooperation Council (GCC), ESCWA/ UN agencies
- ✓ Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

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’ 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

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.

L. Annexes to the TOR

N/A

M. Approval

This TOR is approved by:

Signature

Name and Designation

Date of Signing