

## Terms of Reference (ToR) for Individual Contractor

<b>Post Title:</b>	Senior Expert in Energy Statistics
<b>Duration:</b>	63 working days
<b>Location:</b>	Riyadh, Saudi Arabia
<b>Project:</b>	100619 -Institutional Support to Statistics
<b>National or International Consultants:</b>	International Consultant
<b>Note</b>	This assignment will be under the United Nations Development Programme, United Nations Country Office in the Kingdom of Saudi Arabia.

### 1. BACKGROUND

In the energy sector, The Government of the Kingdom of Saudi Arabia has aimed to play an essential and comprehensive role in advancing development and drawing up a vision for an economy with mixed energy resources, especially for those less dependent on oil resources. This is confirmed by the Kingdom's Vision 2030 through the diversification of energy sources, such as renewable and alternative energy by producing 5.9 gigawatts of renewable energy by 2030. As for the electricity sector, have contributed effectively to the improvement of the standard of living and in the delivery of electricity to all regions of the Kingdom of Saudi Arabia, including villages and rural areas, with a 100% delivery rate to the residential sector while reducing the emissions and the impacts of global warming. Therefore, the vision and mission of the energy statistics department are to be a world-class, innovative statistical reference for Saudi Arabia's Energy Resources, Production, Efficient, and Consumption and to provide comprehensive, reliable, up-to-date statistics and value-added services for Saudi Arabia's Energy Resources, Production, Efficient, and Consumption in line with international standards and take the lead in developing a modern Energy Key indicators in order to support decision making.

### 2. Scope of Work

To Support the General Authority of Statistics (**GASTAT**) in the preparation for the future of the Energy Statistics plan and in the context of the "**Institutional Support to Statistics**" project, UNDP is seeking to recruit an expert to lead and provide technical support for developing Specification and Standardization of new Energy Statistical Publications as well as modernizing these products by integrating other sources of data within the current publications as well as to help the Energy Department to increase the publications frequencies, especially for Oil and Gas publication, as the international practices and to support energy department on the indicators related to the development such as (SDG#7). Develop new indicators in the energy field related to international standards such as (climate change), and review the current Energy statistical publications.

## **A. Technical support**

The assignment aims at improving the quality of current products and developing new ones that would help decision-makers, as well as Energy-related organizations, make sense of all Energy-related activities. The expert's responsibilities are to:

- Review the best practices in publishing Energy statistics publications, how it's done, periodicity, data sources, survey questionnaire, etc. and adapt our publications to better reflect Energy Statistics in Saudi Arabia in a standardized way.
- Provide advice and methodology of implementation for improving (registry data/big data/alternative data) intakes to better reflect Energy reality within the country.
- Design and review the Energy statistics (survey and publications templates) and advise on a plan for collecting data at the indicator level (Design, data collection, processing, analysing, and dissemination) that is aligned with the Generic Statistical Business Process Model (GSBPM).
- Then Develop Energy Balance statistics in Saudi Arabia that is aligned with international practices. In this context, the expert is expected to produce:
  1. A document specifying sections/tables of data that need to be reported.
  2. A document specifying activities needed to be carried out in order to publish the Energy Balance Statistics, so we can base our planning accordingly.
  3. Fine-tune the survey to best serves the data collection process.
  4. A template for the final publication/reporting.
- Review and design the Energy Efficiency statistics in Saudi Arabia and align them with international practices. The expert is expected to produce:
  1. A document specifying sections/tables of data that need to be reported.
  2. A document specifying activities needed to be carried out in order to publish the Energy Efficiency Statistics, so we can base our planning accordingly.
  3. Fine-tune the survey to best serves the data collection process.
  4. A template for the final publication/reporting.
- Review and design the Energy Indicators related to climate change in Saudi Arabia, align them with international practices, and identify potential improvements to current energy statistics publications and support in SDG goal 7 indicators and other international Energy organizations indicators.
- Improve the periodicity of Oil and Gas publication to be on a monthly basis.
- To develop an accounting system for Energy-related sectors, then design a plan for enhancing data streams to serve other statistics like environmental and economic accounting using his expertise and international practices in these fields, as well as make sure he is following the standard that should be available through IEA or UNSD. Outlining the steps of how to execute this methodological framework and what data sources have to be used, taking into account all resources (including open data) and building the capacity to disaggregate it from all Energy accounting.
- To suggest a method for publishing and visualizing the statistics using an interactive visualization technique.
  1. Identify where big data or open data could be a credible source for energy statistics indicators like (the amount of radiation per square km or wind speeds during months of year in a location and energy generation potential and much more).
  2. Develop methods to generalize survey data more accurately and solve the data processing issues in a way that automates reporting and shortens its time.

## B. Capacity Development

- In addition to delivering the abovementioned technical support, the Energy Statistics Expert will advise Energy Statistics Department on principles and best practices in relation to Energy Statistics methodologies and frameworks.
- Delivering training to Energy Statistics Department staff in calculating Energy and maintaining Energy databases.
- Providing coaching and on-the-job training for the Energy Statistics Department staff as needed.
- Capacity building including:
  - A. Energy data processing and indicators calculating
  - B. Energy balance sheet development
  - C. Energy statistics publications standards

## 3. Expected Deliverables and Outputs

Deliverables	Description of deliverables	Estimated Duration to Complete	Target Due Dates	% of Payment	Review and Approvals Required
<b>Deliverable 1:</b> Energy statistics Status quo analysis Report	Assess the overall situation of the country with regards to Energy statistics, including the review of the best practices in publishing Energy statistics publications, how it's done, periodicity, data sources, survey questionnaire, etc. and adapt our publications to better reflect Energy Statistics in Saudi Arabia in a standardized way.	10 Working Days	19/1/2023	15%	Energy stat Manager
<b>Deliverable 2:</b> Data Gap Analysis and Data Mapping Report	Review the existing available data from sources and advise on a plan for collecting data at the indicator level (Design, data collection, processing, analyzing, and dissemination).	15 Working Days	9/2/2023	20%	Energy stat Manager
<b>Deliverable 3:</b> Energy Balance statistics	Develop Energy Balance statistics, design Energy Efficiency statistics, and design the Energy Indicators related to climate change in Saudi Arabia, align them with international practices, and identify	10 Working Days	23/2/2023	15%	Energy stat Manager

Deliverables	Description of deliverables	Estimated Duration to Complete	Target Due Dates	% of Payment	Review and Approvals Required
	potential improvements to current energy statistics publications, and to support in SDG goal 7 indicators and other international Energy organizations indicators. in Saudi Arabia that is aligned with international practices.				
<b>Deliverable 4:</b> Recommendations for periodicity of energy publications	Improve the periodicity of energy publications and align them with international practices.	7 Working Days	6/3/2023	10%	Energy stat Manager
<b>Deliverable 5:</b> accounting system for Energy-related sectors	Develop accounting system for Energy-related sectors, then Design a plan for enhancing data streams to serve other statistics like environmental economic accounting using his expertise and international practices in this fields as well as make sure he is following the standard that should be available through IEA or UNSD.	10 Working Days	20/3/2023	15%	Energy stat Manager
<b>Deliverable 6:</b> Big data and/or open data for energy statistics	Identify where big data or open data could be a credible source for energy statistics indicators like (amount of radiation per square km or wind speeds during months of year in a location and energy generation potential and much more). Then these data are well organized to be ingested into data Warehouse designed to allow users to browse and search statistics about energy (for all products that make us able to have 360 degrees view of energy reality within the country)	8 Working Days	30/3/2023	10%	Energy stat Manager

Deliverables	Description of deliverables	Estimated Duration to Complete	Target Due Dates	% of Payment	Review and Approvals Required
<b>Deliverable 7:</b> Capacity Development	On-job-Training 1- Energy data processing and indicators calculating 2- Energy balance sheet 3- Energy statistics publications		2/4/2023 3/4/2023 4/4/2023	15%	Energy stat Manager
Total		63 WDs		100%	

#### 4. Duration of Assignment:

Total contract duration 63 working days as stated above.

#### 5. Duty Station and Expected Places of Travel, if any:

The assignment will be based in Riyadh, Saudi Arabia.

#### 6. INSTITUTIONAL ARRANGEMENTS

- The expert will report to the Department of Energy Statistics.
- The expert will be given access to relevant information necessary for the execution of the tasks under this assignment.

#### 7. Working Arrangements:

- ✓ All mission travels must be approved in advance and in writing by the Supervisor.
- ✓ United Nations Development of Safe and Security – BSAFE course must be successfully completed prior to the commencement of travel.
- ✓ The Consultant is responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director.
- ✓ The consultant is also required to comply with the UN security directives.
- ✓ The consultant is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP.
- ✓ The consultant will be responsible for making his/her own mission travel arrangements in line with UNDP travel policies.
- ✓ The consultant is responsible for required health and life insurance related to work or travel.
- ✓ The consultant is expected to have his/her own Laptop/Computer.

#### 8. 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 expert upon successful completion and certification by the project and UNDP focal person, confirming that services have been satisfactorily performed based upon the actual number of working days.

Payment shall be made as a deliverables-based lump sum payment, to be paid in installments. The schedule of payment will be distributed upon satisfactory submission of the deliverables listed in the table hereunder:

Payment	Deliverables/Milestones	Percentage
Deliverable 1:	Energy statistics Status quo analysis Report	15%
Deliverable 2:	Data Gap Analysis and Data Mapping Report	20%
Deliverable 3:	Energy Balance statistics	15%
Deliverable 4:	Recommendations for periodicity of energy publications	10%
Deliverable 5:	Accounting system for Energy-related sectors	15%
Deliverable 6:	Big data and/or open data for energy statistics	10%
Deliverable 7:	Capacity Development	15%
Total		100%

Payments will be made upon submission of deliverable, and certification of payment form, as and acceptance and confirmation by the supervisor.

## 9. Expertise and Qualifications of the Successful Individual Contractor

The successful applicant should have the following expertise and qualifications:

### Education:

- Advanced university degree in economics, statistics, Energy and sustainability development, or any other relevant fields.

### Experience:

- Experience is needed in identifying data needed, innovating to deliver energy balance sheet, energy efficiency indicators, climate change indicators, and periodicity needed as well as accounting framework.
- At least 15 years of experience in providing consultancy services on Energy statistics.
- Previous experience in providing advisory support on Energy development and is knowledgeable about the nature of both the regional and international Energy industry.
- Experience working with international organizations like IEA or Energy Information Administration (EIA).

### Languages:

- Fluency in English is required.

## Competencies

### Corporate Competencies:

- Demonstrates integrity by modelling the Public sector or UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP

- Displays cultural, gender, religion, race, and nationality sensitivity and adaptability

#### **Functional Competencies:**

- Ability to handle effectively multiple tasks without compromising quality, team spirit, and positive working relationships
- Highly savvy in program design and implementation with a strong knowledge base in the required field.
- Demonstrated ability to conceptualize, develop and oversee complex program implementation.

### **10. Recommended Presentation of Offer**

Interested individual consultants must submit the following documents/information to demonstrate their qualification:

1. Letter of **Confirmation of Interest** and Availability using the template
2. **Personal CV or P11 Form**, indicating all experience from similar projects as well as personal information including age.
3. **Technical proposal** (maximum 3 pages), including a) a brief description of why the individual considers her/himself as the most suitable for the assignment; and b) methodology on how s/he will approach and complete the assignment.
4. **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided, as per template provided in

#### **Instructions for on-line submissions**

Step 1: Please prepare all required documents electronically;

Step 2: Combine all documents in **ONE SINGLE FILE** (preferably in PDF however Word format can be also accepted) and upload to the UNDP Jobs links

Step 3: After that, you will receive an auto reply from the UNDP jobs if your offer is received successfully.

### **11. Selection Criteria:**

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.

Applicants will be evaluated based on the scoring method. The award of the contract shall be made to the applicant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of a set of weighted technical criteria (70 points) based on qualification, and experience, and combined with the financial offer which will be weighted a max of 30 points.

<b>Technical criteria</b>	<b>70 points</b>
<b>Education</b> <ul style="list-style-type: none"> <li>University degree in economics, business administration, Energy and Sustainable development, or any other relevant fields.</li> </ul>	20 points
<b>Experience</b> <ul style="list-style-type: none"> <li>At least 15 years of experience in providing consultancy services on Energy Statistics plan and strategies, particularly in developing countries.</li> <li>Previous experience in providing advisory support on Energy and good knowledge about the nature of both regional and international Energy statistics will be valuable.</li> <li>An Energy statistics expert with a good understanding of the structure of international best practices and policy recommendations to apply into local context; and</li> <li>Experience in providing policy advice on Energy Statistics in the policy response to the COVID-19 pandemic will be highly advantageous.</li> </ul>	50 points
<b>Language</b> <ul style="list-style-type: none"> <li>Fluency in English</li> </ul>	Must
<b>Financial proposal</b>	30 points
<b>Total (Technical + Financial)</b>	<b>100 points</b>

Note: Only candidates obtaining a minimum 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

**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.

<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 applicant’s 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)

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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. Financial proposal should include all relevant cost (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.*

## **12. APPROVAL**

**This ToR is certified by:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Signing: \_\_\_\_\_