

Terms of Reference (TOR) for Environmental Statistics Expert

1. Position Information

Post Title :	Environmental Statistics Expert
Office/Unit/Project:	Climate Change Statistics and Indicators
Duty station :	Riyadh, Saudi Arabia
Type :	Short term
National or International :	International Consultant
Expected starting date:	ASAP
Duration:	3 Months

2. Office/Unit/Project Description

Climate change is one of the most important challenges facing humanity in this decade. Therefore, the Paris Agreement was adopted by 196 countries, including Saudi Arabia, to limit global warming to well below 2, preferably to 1.5 degrees Celsius, compared to pre-industrial levels. The United Nations Statistics Division (UNSD) has developed the Global Set of Climate Change Statistics and Indicators as a framework to help countries when preparing their own sets of climate change statistics and indicators according to their individual concerns, priorities and resources. The General Authority of Statistics in Saudi Arabia (GASTAT) has started the process of accommodating Climate Change Statistics and Indicators. GASTAT need the expert to be working with the Environment Statistics Department in implementing Climate Change Statistics and Indicators based on UNSD framework as specified in Scope of Work.

3. Scope of Work

In order to support GASTAT in the preparation of Developing Climate Change Statistics and Indicators, UNDP is seeking a climate change Expert to review the current Environmental statistical publications, and build on it to develop a statistical publication on climate change.

The scope of the assignment will be to carry out several tasks with the objectives to improve the quality of current environmental statistics products. In addition, new products related to climate change need to be developed which will help decision makers as well as environmental-related organizations to link the reporting requirements stemming from the Paris Agreement and the necessary statistics or indicators to support climate policy action.

The Consultant will be required to:

- Benchmark the current statistical products on the environment and climate change with the world's best practices and provide gap-analysis report on where improvisation is needed.
- Build and review the **Global Set of Climate Change Statistics and Indicators** with alignment to Framework for the Development of Environment Statistics (FDES).
- Support the Department for assigned tasks by studying challenges notably in the environmental indicators and statistics of Sustainable Development Goals (SDGs), FDES, and environmental Performance Index (EPI).
- Strengthening the internal capabilities of GASTAT in the field of environmental statistics through developing system components, reviewing available data, and developing statistics aligned with frameworks of the Statistical Committee for the Development of Environmental Statistics.
- Engage the department with international organizations and international statistical offices to

improve the way we report on environmental activities and mentor its staff to learn the craft of statistical production on these fields.

- Implement a roadmap specifying all activities needed to be carried out in order to publish the Climate Change Indicators within Environmental Statistics.

A. Technical support

- Harmonize country's environmental statistics in accordance with international standards.
- Design and review the environmental statistics (surveys and publication templates) and advise on a plan for its climate change indicators' (Design, data collection, processing, analyzing, and dissemination) that is aligned with the Generic Statistical Business Process Model (GSBPM).
- Review and evaluate questionnaires, methodologies and data in order to improve them by providing best practices.
- Provide advice and methodology for implementing and improving (geospatial data, big data, or alternative data) intakes to better reflect environmental and climate change statistics for both spatial and temporal dimensions.
- Prepare descriptions and complete documentation of methodologies and procedures (or execution steps) to produce climate change statistics and indicators.
- Assemble and examine environment statistical materials to ensure accuracy, clarity and validity; as well as advising on appropriate adjustments.
- Envision and design climate change Statistics Database platform as a sequence of events: drivers, impacts, vulnerability, mitigation and adaptation that can power a business intelligence platform; and enhances the visualization using dashboards.
- Prepare data sets upon request and respond to queries/requests.
- Perform any other relevant tasks requested and that are informing environmental and climate change statistics.

B. Capacity Development

- In addition to delivering the abovementioned technical support, the **Climate Change Statistics Expert** will advise relevant Statistics Departments on principles and best practice in relation to Environment Statistics methodologies and frameworks.
- Provide coaching and on-the-job-training for the Environmental Statistics Department staff as needed.
- Develop national team capacity to conduct a comparative study of similar surveys in developed countries
- Develop national team capacity to manage /analyze survey data and results

C. Expected Deliverables and Outputs

Deliverables	Breakdown with details	Estimated Time frame
Deliverable 1:	Report submission of the current situation as well as the benchmark and gap-analysis.	10 Working Days
Deliverable 2:	Report of the methodology of collecting, analysing, and generating Tier 1 Climate Change Statistics and Indicators.	8 Working Days
Deliverable 3:	Report of the methodology of collecting, analysing, and generating Tier 2 Climate Change Statistics and Indicators.	6 Working Days

Deliverable 4:	Report of the methodology of collecting, analysing, and generating Tier 3 Climate Change Statistics and Indicators.	5 Working Days
Deliverable 5:	Draw up an action plan to prepare the Climate Change Bulletin and prepare spreadsheets, deployment schedules and measurement units that serve the publication of the bulletin.	10 Working Days
Deliverable 6:	Submission of the Global Set of Climate Change Statistics and Indicators with alignment to FDES.	5 Working Days
Deliverable 7:	Report of challenges in the environmental indicators and statistics of Sustainable Development Goals (SDGs), FDES, and Environmental Performance Index (EPI).	4 Working Days
Deliverable 8:	Report of the strategy and a roadmap needed to be carried out in order to publish the Climate Change Indicators within Environmental Statistics.	5 Working Days
Deliverable 9:	Report of how and where (geospatial data, big data, or any alternative data) could be used to inform statistical production of environmental and climate change statistics; and reflecting such recommendations on the other deliverables listed in this table whenever appropriate.	6 Working Days
Deliverable 10:	Report on the vision and design of climate change Statistics Database platform as a sequence of events: drivers, impacts, vulnerability, mitigation and adaptation that can power a business intelligence platform; and enhances the visualization using dashboards.	6 Working Days
Deliverable 11:	Assist the department in building global and regional networks with international organizations and NSOs in all environmental statistics-related developments.	On going
Deliverable 12:	Training and coaching of staff	On going
Total of Working Days		65 Working Days

4. Institutional Arrangement

- The duty station for the Environmental Statistics Expert is Riyadh, Saudi Arabia. He/ She will be embedded within the environment Statistics Department at GASTAT.
- The consultant will report to the director of environment statistics Department and the CTA of the UNDP-GASTAT Project.
- The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection.
- Payments will be made upon submission of deliverable, and certification of payment form, and

acceptance and confirmation by the supervisor.

5. Minimum Qualifications of the Successful IPSA

Min. Academic Education	<ul style="list-style-type: none">• Advanced university degree in economics, statistics, environment, agriculture and hospitality development, or any other relevant fields.
Min. years of relevant Work experience	<ul style="list-style-type: none">• At least 15 years of experience in providing consultancy services on environment statistics.
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.• Ability to work on any of the statistical packages to analyze data.• Good understanding and practice of capacity development.
Desired additional skills and competencies	<ul style="list-style-type: none">• Previous experience in providing advisory support on environment or agriculture development.• Experience working with international organizations like FAO.
Required Language(s) (at working level)	<ul style="list-style-type: none">• Excellent command of Arabic and English
Professional Certificates	<ul style="list-style-type: none">• Master degree or PhD (preferred PhD)• Certification of Training courses / workshops related to the field of Environment or Agriculture• Proof of experience

7. The following documents shall be required from the applicants:

- a) **Personal CV or P11**, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- b) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
- c) The Professional Certificates mentioned above.

1. The following documents shall be required from the applicants:

- d) **Personal CV or P11**, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and

- telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- e) **A cover letter** (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
 - f) **Completed financial proposal** form, the financial proposal is all-inclusive and shall consider various expenses incurred by the consultant while fulfilling its mission (e.g. transportation cost...).
 - g) The Professional Certificates mentioned above.

1. EVALUATION

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 stage of evaluation, 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 university degree in economics, statistics, environment, agriculture and hospitality development, or any other relevant fields
- At least 15 years of experience in providing consultancy services on environment statistics.
- 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.
- Ability to work on any of the statistical packages to analyze data.
- Good understanding and practice of capacity development.
- Knowledge and experience in localizing and mainstreaming Sustainable Development Goals (SDGs)

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.

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

- 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. 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

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.