

Terms of Reference for Individual Contractor

Post Title:	Digital Economy Specialist - Team Member
Anticipated Starting Date:	ASAP
Duration:	12 Months
Location:	Hybrid (In -Country and Remote (Home-based)) - Riyadh, Saudi Arabia / Home-based
Project:	Advisory Services for the General Authority for Digital Economy Statistics
National or International consultancy:	International Consultant
Note:	The process will result in selecting 3-4 experts to work as a team for this particular assignment

A. Project Description

The increased use of technology over the past decades has driven new means of transformation in many economical products and services to be influenced, partially or fully, by digital inputs and outputs. This has created a digital economy that is interconnected to many sectors and activities within the Saudi economy. To fully understand the extent of this economy and measure its contribution to the Kingdom's GDP, GASTAT has established a digital economy department that is leading this measurement along with other surveys that focus on the access and usage of ICT. The main focus of this project is providing GASTAT with the required expertise in ICT statistics, with a special focus on the measurement of the Kingdom's digital economy. This project aims to build the whole statistical cycle of a digital economy survey and data pipeline, from the scope to the management of the statistical methodology and cover all the technical aspects required to measure the digital economy contribution to the Saudi gross domestic product (GDP).

B. Scope of Work

The digital economy statistics experts (Expert in ICT indicators for policies, Household surveys on access, use of ICT and e-commerce, and Expert in ICT Infrastructure and Telecom data and indicators) will provide technical expertise and assistance in the fields of information and communication technology statistics and indicators of households that lies under the digital economy definition (currently based on the OECD definition of the digital economy). He/She will work in the digital economy department under the supervision of the department director and will oversee one existing statistical survey. The digital economy experts will also implement capacity-strengthening activities, including training and mentoring, for the digital economy statistics team. The technical support and capacity strengthening expected from the experts under this assignment include the following:

i. Technical support

1. Review the status quo of ICT data in the Kingdom through the study of the available and required indicators to measure the digital economy via the use of Digital economy – e-commerce survey and other data sources.

2. Review the latest updates globally on the methodology for measuring the digital economy via the use of Digital economy – e-commerce surveys and other data sources.
3. Identify the ICT data owned by different entities in the Kingdom and could be of use to produce ICT indicators via the use of Household surveys on access, ICT Infrastructure and Telecom data and indicators and use of ICT and e-commerce, ICT indicators for policies and other data sources.
4. Identify the digital economy data availability: e-commerce survey, Household surveys on access, use of ICT and e-commerce and other data sources.
5. Identify indicators related to the digital economy that cannot be provided through admin data: Indicators via the Business surveys (use and supply of ICT) and Digital economy survey, Indicators provided via the Household surveys on access, use of ICT and e-commerce.
6. Develop the questionnaire of the current household and digital economy survey—access and usage ICT surveys.
7. Develop the current households' access and usage ICT surveys and assist with their yearly statistical cycle.
8. Identify the most important household ICT indicators related to the digital economy that needs to be disseminated.
9. Respond to internal/external requests on digital economy statistics and operations questions.
10. Develop a mechanism for integrating data related to the digital economy, which is likely to be gathered through admin data, to calculate the digital economy's contribution to the GDP.
11. Identify the most important indicators related to the digital economy that need to be disseminated.
12. Assessment of demand for ICT indicators for policies.
13. Prepare charts, graphs, and other outputs for reporting and presentation of various data.

ii. Capacity building

1. Assist with the development of a part of the digital economy framework relating to data provided via e-commerce surveys and Household surveys on access, use of ICT and e-commerce businesses.
2. Provide coaching and on-the-job training for the team as needed: ICT Household data and indicators and ICT indicators for policies.
3. Provide statistical and ICT Household data and Telecom data and indicators training to the digital economy statistics teams.
4. Provide statistical training on data estimations and data analysis to the digital economy statistics teams.
5. Provide expertise on principle and best practices methodologies and frameworks concerning the use of admin and other data sources.

C. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1A: Revision report- Drafting parts of the report on: <ul style="list-style-type: none"> ▪ The revision of the status quo of ICT data in the Kingdom through the study of the available and required indicators to measure the digital economy via the use of Household surveys on access, use of ICT, and e-commerce. ▪ The revision of the latest updates globally on the methodology for measuring the digital economy via the use of Household surveys on access, use of ICT, and e-commerce. ▪ Identification of the ICT data owned by different entities in the Kingdom and could be of use to produce ICT indicators via the use of Household surveys on access, use of ICT and e-commerce. ▪ Identification of the availability of the digital economy data: Household surveys on access, use of ICT, and e-commerce. ▪ Assessment of demand for ICT indicators for policies. ▪ Identification of the availability of the digital economy data: Household surveys on access, use of ICT and e-commerce. 	2 months	14 th of February 2023	Director of Digital Economy Department
Deliverable 1B: Design of conceptual framework of Digital Economy in Saudi Arabia, in particular by: <ul style="list-style-type: none"> ▪ Assisting with the development of a part of the digital economy framework relating to data provided via Household surveys, e-commerce surveys and other data sources. On access, use of ICT and e-commerce. 	One month	14 th of March 2023	Director of Digital Economy Department
Deliverable 2: Gap analysis by: <ul style="list-style-type: none"> ▪ Identifying indicators related to the digital economy that cannot be provided through admin data: Indicators via the Business surveys (use and supply of ICT) and Digital economy survey, the Household surveys on access, use of ICT and e-commerce. 	One month	14 th of April 2023	Director of Digital Economy Department
Deliverable 3: Design questionnaires of surveys <ul style="list-style-type: none"> ▪ Develop the questionnaire of the current households' access and usage ICT surveys, the current ICT surveys, and the questionnaire of the digital economy survey. 	2 months	14 th of June 2023	Director of Digital Economy Department
Deliverable 4: Process design <ul style="list-style-type: none"> ▪ Development of the current household's access and usage ICT surveys and assist with their yearly 	5 months	14 th of November 2023	Director of Digital Economy

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<p>statistical cycle.</p> <ul style="list-style-type: none"> Development of collection methods (including big data) to make the digital economy data available or develop sound statistical compensation methods to estimate such data. Development of a mechanism for integrating data related to the digital economy, which is likely to gathered through admin data, a mechanism to calculate the contribution of the digital economy to the GDP. 			Department
<p>Deliverable 5: Dissemination of digital economy statistics and indicators</p> <ul style="list-style-type: none"> Identification of the most important indicators related to the digital economy, in particular the ICT household's indicators, and ICT policies indicators that need to be disseminated. Respond to internal/external requests on questions related to digital economy statistics and the operations, in particular those concerning the ICT households and e- comm statistics and surveys and in particular those concerning the ICT policy statistics and indicators. The most important indicators related to the digital economy that need to be disseminated. Prepare charts, graphs, and other outputs for reporting and presentation of various data. Respond to internal/external requests on questions related to digital economy statistics and the operations 	One month	14 th of December 2023	Director of Digital Economy Department
<p>Deliverable 6: Capacity building activities</p> <ul style="list-style-type: none"> Provide expertise on principle and best practices methodologies and frameworks concerning the use of household samples, admin data, and the use of other data sources. Provide statistical and ICT Infrastructure and Telecom data, ICT Household data and indicators training to the digital economy statistics teams. Provide coaching and on-the-job-training for team as needed: ICT Household data and indicators. 	12 months	14 th of December 2023	Director of Digital Economy Department

D. Institutional Arrangement:

- The Director of Digital Economy Statistics Department within the Economic Statistics General Department at GASTAT who will directly supervise the Contractor, and to whom he/she will be directly responsible to, reporting to, seeking approval/acceptance of output from.
- Reporting and follow-up Mechanism: The Experts will report on a monthly basis to his/her Supervisor and to the Chief Technical Advisor. The Specialist will submit monthly reports to his/her Supervisor including activities, outputs, performance indicators, challenges, lessons learned, and recommendations.

E. Duration of the Work:

- The expected duration of work is 12 Months (Part-time) with the possibility of an extension.
- The target date for the start of work is January 2023. And the expected date of full completion of all tasks under this assignment is the end of December 2023.

F. Duty Station

- The assignment will be hybrid (in-country and home-based). The duty station for the work in country will be in Riyadh, Saudi Arabia. He/ She will be embedded within the Digital Economy Statistics Department within the Economic Statistics General Department at GASTAT.
- If unforeseen travel outside the Consultant's home-based 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.

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 travelling 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 submitting 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.

G. Qualifications of the Successful Individual Contractor

I. Academic Qualifications

- A Master's degree (or equivalent degree/experience) in statistics, development economics or a relevant discipline is mandatory.

II. Years of experience

- At least 10 years of relevant professional experience, preferably with national statistics or economic offices, international organization, or governments in applying statistical and economic theories and techniques.
- Significant international experience in ICT statistics.

III. Skills and competencies

▪ Required skills and 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.
- Good understanding and practice of capacity development.

▪ Desired skills and competencies:

- 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, religion and age sensitivity and adaptability.

IV. Required Language(s) (at working level)

- Excellent command of English oral and written.

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 terms "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 and accomplishments of each deliverable.

Payment shall be made as a deliverables-based lump upon the receipt of the deliverables and certification of satisfactory performance by UNDP.

The Expert will share a Certificate of Payment (CoP) where he/she needs to indicate achieved outputs. Then the certificate of payment must be verified by the UNDP Team and certified by UNDP top management. The Expert is advised to keep a detailed timesheet of the days worked and tasks performed throughout the consultancy assignment. A bi-weekly update of the timesheet will be requested, and such documentation will support the payment process as deemed needful.

Payment	Phases	Estimated Duration Complete to	Payment Percentage
1 st payment	Upon submission and acceptance of Deliverable 1A "Revision report"	2 months after signature of the contract	10%
2 nd payment	Upon submission and acceptance of Deliverable 1B "Design of conceptual framework"	3 months after signature of the contract	20%
3 rd payment	Upon submission and acceptance of Deliverable 2 "Gap analysis"	5 months after signature of the contract	10%
4 th payment	Upon submission and acceptance of Deliverable 3 "Design questionnaires of surveys"	6 months after signature of the contract	10%
5 th payment	Upon submission and acceptance of Deliverable 4 "Process design"	10 months after signature of the contract	20%
6 th payment	Upon submission and acceptance of Deliverable 5 "Dissemination of digital economy statistics and indicators of surveys"	11 months after signature of the contract	10%
Last Payment	Upon submission and acceptance of the last activity under Deliverable 6 "Capacity building activities"	12 months after signature of the contract	20%

I. 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:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **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;
- 3) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the template provided. Suppose 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 a Reimbursable Loan Agreement (RLA). In that case, the Offeror must indicate at this point and ensure that all such costs are duly incorporated in the financial Proposal submitted to UNDP.

J. Criteria for Selection of the Best Offer

Applicants are shortlisted based on the required skills and experience stated in the TOR.

The outcome of this process shall result in selecting a team of 3-4 members to work with the team lead on the assignment. Selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the qualifications and methodology will be weighted to a max. of 70% and combined with the price offer, which will be weighted to a max of 30%.

Individual consultants will be evaluated based on the following methodology:

Step I: Screening and Desk Review

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:

Technical Evaluation (70 Points, 70% weight)

Requirements	Criteria	Max 10 points
Education	✓ Master's degree (or equivalent degree/experience) in statistics, development economics or a relevant discipline is mandatory.	15
Relevant professional experience	✓ Minimum of 10 years of relevant professional experience, preferably with national statistics or economic offices, international organization, or government in applying statistical and economic theories and techniques.	10
	✓ Proven international experience in ICT statistics.	10
	✓ Proven experience in designing quotations/surveys and data analysis.	10
Work experience in similar contexts	✓ Proven experience in providing statistical technical advice on different sectors/theme	10
	✓ Proven working experience in the practice of capacity development.	10
	✓ Experiences in working on any of the statistical packages to analysed data.	5

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 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

K. Instructions for online 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 also be 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.

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 you to upload a maximum of 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 with a copy to huda.alsaud@undp.org the Procurement Unit would endeavor 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 updates 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.

Interested applicants are advised to carefully review this advertisement and ensure that they meet the requirements and qualifications described.

The interested Offeror must read the Individual Consultant (IC) Procurement Notice, which can be viewed at https://procurement-notice.undp.org/view_notice.cfm?notice_id=97325 for more detailed information about terms of references, instructions for the Offeror, and to download the documents to be submitted in the offer online.

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L. APPROVAL

This ToR is certified by:

Signature: _____
Name: _____
Designation: _____
Date of Signing: _____

This ToR is approved by:

Signature: _____
Name: _____
Designation: _____
Date of Signing: _____