

### Terms of Reference for Individual Contractor

<b>Post Title:</b>	Technical Specialist Advisor – Map Production
<b>Anticipated Starting Date:</b>	As soon as possible
<b>Duration:</b>	6 months
<b>Language(s)</b>	Fluency in English
<b>Location:</b>	Riyadh, Saudi Arabia
<b>Project:</b>	Advisory Services to the General Authority for Survey and Geospatial Information
<b>National or International consultancy:</b>	International Consultant

#### A. Office/Unit/Project Description

This project represents the third phase in a strategic partnership focusing on promoting surveying works and geospatial capabilities, and a myriad of actions and products stemming from these two areas of work. The key objective of this intervention is to maintain provision of advisory services in developing the national capacities for effective geo-spatial surveys, generating the national geo-spatial data infrastructure, generating multi-purpose knowledge from such surveys to efficiently boost national efforts in achieving the key directions provided by 2030 Saudi Vision, as well as promoting the national implementation of the Sustainable Development Goals (SDGs).

The completion of the previous phase has been instrumental in nurturing the idea of developing the foundation of financial sustainability whereby the General Authority for Survey and Geospatial Information (GASGI, ex GCS) will achieve a high level of efficiency in all its geospatial products. It is through this quality and efficiency that GASGI wishes to expand the availability and marketing of its products and to broaden the public awareness about its products and services. The core areas around which all aspects of this project act upon are: Geodesy, Geospatial Services, Hydrography, Map Production, Institutional Excellence, Establishment of GASGI Academy.

Advisory services are provided towards achievement of financial sustainability and contribution to the national economy. Moreover, advocacy promoted for a wider visibility of GASGI Capacity development will also focus on training in the core areas of land survey; geodetic survey; topographic survey' and Cadastral survey.

#### B. Scope of Work

For this UNDP program, a **Technical Specialist Advisor** is needed in order to:

- Collect and verify data to create and update maps and charts for different purposes.
- Generalize map data to allow for a reduction in scale (derived mapping).
- Check the content and accuracy of maps and printing proofs
- Design maps, graphics, illustrations and layouts

- Research, select and evaluate map source data for use in the preparation or revision of maps and charts to various scales
- Design, maintain and manipulate geographical information (GIS) databases
- Model and analyses landscape features
- Develop specialized product templates for cartographic production
- Assist in the design of geodatabases based on client specifications and industry standards for feature classes, attributes, raster and vector datasets.
- Support technical staff with development of training materials
- Assist with implementation and editing of workflows, cartographic workflows, and quality control procedures.
- Research & Development to advise on the Best Practices & Latest Technology utilized in the field of Map production
- Provide Training, Coaching and Mentoring for cartography staff & development in order to prepare them for current & future assignments.
- Participate in Capacity Building/Development Plan for Cartography Dept., ensure the availability of right resources needed and assigns individual responsibilities.
- Supporting team members in their assignments & activities.
- Collaborate with supervisor to determine existing technical capabilities and future needs.
- Employee's duties are not limited only to the above-mentioned Accountabilities; he may perform other duties as assigned.
- Prepare Training & on-the-job training program for technical national staff.

### C. Expected Outputs and Deliverables:

Deliverables/ Outputs	Estimated Duration	Review and Approvals Required
<b>Deliverable 1</b> <ul style="list-style-type: none"> <li>• Develop Cartography products, services &amp; databases</li> <li>• Write Document, Report, plans for workflows, process &amp; activities to enhance Cartography Dept. Performance.</li> </ul>	21 working days	National Project Coordinator through the office of the resident representative. In collaboration with UNDP Programme Analyst
<b>Deliverable 2</b> <ul style="list-style-type: none"> <li>• Create and designing maps (Symbology, Colors, Generalization) and checking the accuracy of maps.</li> </ul>	21 working days	
<b>Deliverable 3</b> <ul style="list-style-type: none"> <li>➤ Research, collect, evaluate manipulating and analyze data.</li> </ul>	21 working days	
<b>Deliverable 4</b> <ul style="list-style-type: none"> <li>• Develop specialized product templates for cartographic production.</li> </ul>	21 working days	
<b>Deliverable 5</b> <ul style="list-style-type: none"> <li>• Design, maintain and manipulate geographical information (GIS) databases</li> </ul>	21 working days	
<b>Deliverable 6</b> <ul style="list-style-type: none"> <li>➤ Generalize map data to allow for a reduction in scale (derived mapping).</li> <li>➤ Validate the content and accuracy of maps and printing proofs</li> </ul>	21 working days	

#### **D. Institutional Arrangement**

- The Technical Specialist Advisor will report, in parallel track to the National Project Coordinator, and to UNDP through the related Pillar's Programme Analyst.

#### **E. Duration of the Work**

- The expected duration of work is 6 Months, with the possibility of an extension.
- The anticipated starting date of the assignment is 1<sup>st</sup> of March 2023. And the expected date of full completion of all tasks under this assignment is 1<sup>st</sup> of September of 2023.

#### **F. Duty Station**

- The assignment will be based in Riyadh, Saudi Arabia at Head Office, The General Authority for Survey and Geospatial Information (GASGI).
  - However, due to the nature of the role, extensive travel may be required. In the event of a major negative event, e.g. another pandemic, remote working arrangements will be put in place for the duration of the event.
  - If unforeseen travel outside the consultant's duty station 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 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 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. Education Qualification:

- Master Degree with major related to GIS or Computer Science with specialization in GIS-related topics or other related fields.

### ii. Work experience

- Minimum of 20 years' experience overall in GIS Cartography field, geospatial data & solution development.
- Ability of dealing and managing communication channels.
- Ability to work on strategic & technical level
- Strong teamwork skills and ability to work effectively independently as a consultant and gap analyzer.
- Strong skills in geospatial data analysis.
- Demonstrated ability to proficiently and effectively guide and manage interdisciplinary teams comprised of staff with diverse backgrounds and varied skill sets
- good leadership and influence skills

### iii. Desired skills in addition to the competencies covered in the Competencies section

- Promotes a learning and knowledge sharing environment
- Facilitates the development of individual and multi-cultural/team competencies

### iv. Professional Certificate

- Projects from Initiation, Planning, Executing, Monitoring and Controlling to closing the project/phase.

### v. Required Language(s):

- Language proficiency in both written and oral English is required.

### vi. Competencies:

<b>Core</b>	
<b>Achieve Results:</b>	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
<b>Think Innovatively:</b>	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
<b>Learn Continuously:</b>	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
<b>Adapt with Agility:</b>	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible

<b>Act with Determination:</b>	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
<b>Engage and Partner:</b>	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
<b>Enable Diversity and Inclusion:</b>	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, and confront discrimination

**vii. People Management (Insert below standard sentence if the position has direct reports.)**  
 UNDP People Management Competencies can be found in the dedicated [site](#).

**viii. Cross-Functional & Technical competencies (insert up to 7 competencies)**

<b>Thematic Area</b>	<b>Name</b>	<b>Definition</b>
<i>Leadership</i>	<i>Responsible for own work</i>	<i>Takes responsibility for quality of own work Uses resources, methods, partners, and information effectively Acts as an individual contributor</i>
<i>Innovation</i>	<i>Analyzes and recommend</i>	<i>Analyzes complex technical materials (including data) and makes concise, relevant recommendations Contributes reliable production of knowledge services and transactions</i>
		<i>Identifies and addresses potential challenges quickly and develop action plans Sees specific opportunities for immediate improvement within own field</i>
<i>People Management</i>	<i>Encourages collaboration and improves team performance</i>	<i>Takes ownership of responsibilities Involves team in different steps of the process; Seeks and values other's initiatives and expertise Drives team engagement Produces new ideas and approaches in relation to own team Recognizes and rewards visible improvement in behaviors Sets general individual development goals for improvement in the current position and provides standard development opportunities</i>

<i>Communication</i>	<i>Listens to develop awareness for client needs</i>	<i>Respects difference of opinion</i> <i>Finds common ground to solve problems</i> <i>Gains trust of peers, partners, clients</i> <i>Presents complex, conceptual ideas in practical terms to others</i> <i>Adapts communications to the specific audience</i> <i>Builds informal networks internally and externally and views them as part of the value creation process</i> <i>Develops a detailed understanding of the clients' needs, issues and priorities through routinely seeking clients' feedback</i> <i>Awareness of how team performs against clients' expectations</i> <i>Recognizes and rewards success</i>
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#### 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/he 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	Anticipated completion date	Payment Percentage
<b>1<sup>st</sup> payment</b>	<b>Deliverable 1</b> <ul style="list-style-type: none"> <li>Develop Cartography products, services &amp; databases</li> <li>Write Document, Report, plans for workflows, process &amp; activities to enhance Cartography Dept. Performance.</li> </ul>	<b>21 working days</b>	<b>16.66%</b>
<b>2<sup>nd</sup> Payment</b>	<b>Deliverable 2</b> Create and designing maps (Symbology, Colors, Generalization) and checking the accuracy of maps.	<b>21 working days</b>	<b>16.66%</b>

Payment	Phases	Anticipated completion date	Payment Percentage
<b>3<sup>rd</sup> Payment</b>	<b>Deliverable 3</b> <ul style="list-style-type: none"> <li>➤ Research, collect, evaluate manipulating and analyze data.</li> </ul>	<b>21 working days</b>	<b>16.66%</b>
<b>4<sup>th</sup> Payment</b>	<b>Deliverable 4</b> <ul style="list-style-type: none"> <li>➤ Develop specialized product templates for cartographic production.</li> </ul>	<b>21 working days</b>	<b>16.66%</b>
<b>5<sup>th</sup> Payment</b>	<b>Deliverable 5</b> <ul style="list-style-type: none"> <li>➤ Design, maintain and manipulate geographical information (GIS) databases</li> </ul>	<b>21 working days</b>	<b>16.66%</b>
<b>6<sup>th</sup> Payment</b>	<b>Deliverable 6</b> <ul style="list-style-type: none"> <li>➤ Generalize map data to allow for a reduction in scale (derived mapping).</li> <li>➤ Validate the content and accuracy of maps and printing proofs</li> </ul>	<b>21 working days</b>	<b>16.7%</b>

#### 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:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Financial Proposal** that indicates the all-inclusive total contract price, supported by a breakdown of costs, as per template provided. The term “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 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. Criteria for Selection of the Best Offer

#### J. Criteria for Selection of the Best Offer

Applicants are shortlisted based on the Required Skills and Experience stated in the TOR.

The 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 a max. of 70% and combined with the price offer, which will be weighted 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)**

<b>Requirements</b>	<b>Criteria</b>	<b>Max 70 points</b>
<b>Education</b>	➤ Master's degree with major related to GIS or Computer Science with specialization in GIS-related topics or other related fields.	15
<b>Relevant work experience</b>	➤ Minimum of 20 years' experience overall in GIS Cartography field, geospatial data & solution development. ➤ Strong skills in geospatial data analysis.	30
<b>Required skills</b>	➤ Proven experience working with government counterparts or any international or multinational entities ➤ Knowledge of geography as applied to the concepts and principles of GIS map projections, datum's coordinate systems/transformations and cartographic design. ➤ Proven experience working with government counterparts.	25
<b>Total</b>		<b>70</b>

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

$\mu$  = price of the lowest-priced proposal

z = price of the proposal being evaluated

### **K. 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 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](mailto:mohammed.abbas@undp.org) with a copy to [huda.alsaud@undp.org](mailto: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 on 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=97370](https://procurement-notice.undp.org/view_notice.cfm?notice_id=97370) 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 prepared by:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date of Signing: \_\_\_\_\_

**This ToR is approved by:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date of Signing: \_\_\_\_\_

