

### Terms of Reference for Individual Contractor

Post Title:	Senior Geodetic/Spatial Database Consultant
Anticipated Starting Date:	ASAP
Duration:	Six (6) weeks over a period of 6 months
Location:	Riyadh, Saudi Arabia
Project:	Advisory Services to the General Authority for Survey and Geospatial Information
National or International consultancy:	International Consultant

#### A. 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 the 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 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, and the establishment of GASGI Academy.

Advisory services are provided towards the achievement of financial sustainability and contribution to the national economy. Moreover, advocacy promoted for 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

The Senior Geodetic/Spatial database consultant is needed in order to:

1. Develop and execute QA/QC measures on the project executed in GASGI regarding the Establishment and operation of the National Geodetic Database (NGdB) in order to ensure that the main project is implemented according to the requirements described in the main project's Request for proposal.
2. Give his/her feedback regarding approval/non-approval of the deliverables of the main project based on his/her analysis and evaluation of the main project activities, works and deliverables.

### C. Expected Deliverables and Outputs

Deliverable/ Output	Estimated Duration to Complete	Review and Approvals Required
Report, revision of project phase deliverables and conformity assessment of the project phase deliverables with the RFP, regulation and standards.	5 working days	General Directorate of Geodesy in GASGI
Report, revision of project phase deliverables and conformity assessment of the project phase deliverables with the RFP. Analyzing proposed database model and prototype.	5 working days	
Report, revision of project phase deliverables and conformity assessment of the project phase deliverables with the RFP. Creating and describing rules for structuring data and building preliminary database ready for initial roll-out and migration.	5 working days	
Analyzing the results of data entry, proposal for improving technical specification and assessment of phase outputs. Assessment of web-based applications, services and IS for NGDBS	5 working days	
Analyzing the result of final roll-out of the complete system. Test of the system functionality and report the results	5 working days	
Analyzing the phase outputs. Final report. Check and validate phase deliverables (English version). Assessment of knowledge transfer	5 working days	
Total of Working Days	30 working days	

### D. Institutional Arrangement

The expert will be reporting to the General Director of Geodetics at GASGI. A detailed work plan for the expert's duties and responsibilities will be formulated by GASGI-GDG and the consultant.

### E. Duration of the Work

- The expected duration of work is six (6) weeks but not successive.
- The anticipated starting date of the assignment is 1 April 2023. And the expected date of full completion of all tasks under this assignment is 1 October 2023.
- As the consultant will be required to perform QA/QC every phase of the main project after its end, he/she will visit GASGI for one week after the end of each phase of the main project.

### F. Duty Station

- The assignment will be In Riyadh, Saudi Arabia. As His/her QA/QC activities will be implemented within the General Authority for Survey and Geospatial Information (GASGI)
- 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 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**

### **i. Academic Qualifications**

- PhD's degree in Cadastre and digital Cadastre modelling, or other related fields

### **ii. Years of experience**

- Minimum 10 years of experience in Modeling spatial data, and creating and managing relevant spatial databases and information systems which include skills in:
  - Spatial data capturing, analyzing and assessment.
  - Creating and implementing spatial databases and maps using GIS software.
  - Developing and implementing Spatial Information System.
  - Technical documentation, description and requirements for developing a web-based system for online cadastre services.
- Proven experience in producing reports.
- Experience in Planning for Government entities or similar activities
- Experience working with United Nations or International entities is an asset.

### **iii. Competencies**

- The ability to draft Quality assurance and quality control measures based on the understanding of the client's needs and requirements described in the project's RFP.
- Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate;
- Ability to identify beneficiaries' needs and to match them with appropriate solutions;
- Excellent communication and interview skills (with groups and individuals);
- Focuses on results for the client and responds positively to feedback;
- Strong time management and deadline-sensitive abilities;
- Remains calm, in control and works well under pressure;
- Excellent report writing skills.

### **iv. Language Requirements:**

Excellent written, verbal, and interpersonal communication skills in the English language.

## **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 needed.

### Technical Criteria for Evaluation (Maximum 70 points)

Only candidates obtaining a minimum of 70% of the points would be considered for the Financial Evaluation

Payment	Deliverable/ Output	Payment Percentage
1 <sup>st</sup> Payment	Report, revision of project phase deliverables and conformity assessment of the project phase deliverables with the RFP, regulation and standards.	17%
2 <sup>nd</sup> Payment	Report, revision of project phase deliverables and conformity assessment of the project phase deliverables with the RFP. Analyzing proposed database model and prototype.	17%
3 <sup>rd</sup> Payment	Report, revision of project phase deliverables and conformity assessment of the project phase deliverables with the RFP. Creating and describing rules for structuring data and building preliminary database ready for initial roll-out and migration.	17%
4 <sup>th</sup> Payment	Analyzing the results of data entry, proposal for improving technical specification and assessment of phase outputs. Assessment of web-based applications, services and IS for NGDBS	17%
5 <sup>th</sup> Payment	Analyzing the result of final roll-out of the complete system. Test of the system functionality and report the results	17%
6 <sup>th</sup> Payment	Analyzing the phase outputs. Final report. Check and validate phase deliverables (English version). Assessment of knowledge transfer	15%

#### 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) **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 may be omitted for support services [*Note: this is optional for support services*].
- 4) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the template provided. 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.

## 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)**

Requirements	Criteria	Max 70 points
Education	➤ PhD's degree in Cadastre and digital Cadastre modelling, or other related fields	15
Relevant work experience	➤ Minimum 10 years of experience in Modeling spatial data, and creating and managing relevant spatial databases and information systems	20
	➤ Proven provision of Creating and implementing spatial databases and maps using GIS software	10
	➤ Proven knowledge of Remote sensing, Global Positioning Navigation Systems,	10
Work experience in similar contexts	➤ Proven working experience in Planning for Government entities or similar activities	5
	➤ Experience working with United Nations or similar International entities	10

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)

## K. 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:

$p = \gamma (\mu/z)$ , where

p = points for the financial proposal being evaluated

$\gamma$  = maximum number of points for the financial proposal

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

z = price of the proposal being evaluated

The following documents shall be required from the applicants:

- 1) **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.
- 2) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
- 3) The Professional Certificates mentioned above, as applicable.

### L. 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](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=97564](https://procurement-notice.undp.org/view_notice.cfm?notice_id=97564) 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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**M. APPROVAL**

**This ToR is prepared by:**

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

**This ToR is approved by:**

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