

Terms of Reference (TOR) for Quality in Official Statistics Expert

Post Title:	Quality in Official Statistics Expert
Anticipated Starting Date:	ASAP
Anticipated Duration:	90 working days over a period of 6 months
Location:	Hybrid: Riyadh, Saudi Arabia (Office-based)/and home-based
Project:	100619 - Institutional Support to Statistics
National or International consultancy:	International Consultant

A. Office/Unit/Project Description

Saudi Arabia has realized and sustained, for the last four decades, remarkable progress along the socio-economic development path. As a result of this, the Kingdom has been able to move to a high-income country. The GDP, for instance, increased from SR 156 billion in 1969 to SR 2,631 billion in 2018, putting the economy among the top 20 global economies in terms of size. Based on the annual ranking of the Human Development Index (HDI) of the Human Development Report, Saudi Arabia has steadily moved from the medium human development category in the 1990s to the very high human development category in 2018 at 0.857 value of HDI.

The Saudi Vision 2030 represents an ambitious resolve with long-term goals and expectations founded on the strengths and capabilities of the Kingdom. It covers the three themes of a vibrant society, a thriving economy and an ambitious nation. A thorough review of the three themes and their underlying issues of national concern would reveal a holistic approach to development that encompasses the three dimensions of Sustainable Development Goals (SDGs): the social, the economic and the environmental. Saudi Arabia recognises that achieving the SDGs requires rigorous, real-time and continuous monitoring, for which quality statistics is a must. The General Authority for Statistics (GaStat) has gone through a major revision of its corporate strategy and vision in alignment with the Saudi Vision 2030 and the SDGs. The revised strategy revolves around five pillars:

- Usage of statistics and information
- Production of statistics and information
- Application of advanced technologies in collecting and analyzing datasets
- Communications and awareness towards statistical knowledge
- Governance of the statistical sector

Under the framework of the Institutional Support to Statistics project, UNDP provides technical support to the GaStat to strengthen the institutional and human capacities of the national statistical system to support evidence-based development planning and policy-making.

Within this context, UNDP is seeking to recruit an Economist to provide technical and advisory support to GaStat to enhance the management of financial accounts and support the improvement of the statistical business registers in compliance with SNA 2008.

B. Scope of Work

The Statistical Quality Expert will provide technical assistance related to producing quality indicators and ensuring statistical quality. Expected to work onsite to drive continuous process improvement through the implementation of Statistical Techniques throughout the business. To act as a site expert in Core Quality Tools with a strong emphasis on Statistical Techniques. Encouraging and educating personnel in the proactive use of statistical techniques as a preventative quality tool. Ensure compliance with customer and supplier standards, including audits as required. To drive continuous process improvement through the implementation of appropriate Statistical Techniques throughout the business. To act as a site expert in Core Quality Tools with a strong emphasis on Statistical Techniques and Measurement capability.

The Statistical Quality Expert will also implement capacity-strengthening activities, including training and mentoring, for GASTAT staff. He/ She will work under the supervision of the Director of Quality Management. Specifically, the responsibilities under this assignment include the following:

I. Technical support:

- To develop a quality methodology to strengthen the internal capabilities of the General Authority for Statistics' performance in the field
- To develop quality assurance/ quality control tools for field operations and data collection as per the international standards and data quality) (consistency, completeness, accuracy, modernity, comparability, etc.)
- Preparing and implementing a training course on quality for staff.
- Holding workshops that include existing surveys
- Training on sampling techniques and procedures to check data quality
- To develop standard templates for quality tests
- Analyse and decipher data using statistical techniques
- Perform data analytics, evaluate the quality of the data, identify and interpret trends or patterns in data sets. Act as an agent of change to help drive data best practices and the concept of data as an asset
- Perform any other relevant tasks requested by the supervisor.
- Experience in GSBPM (International Version)
- Experience with statistical metadata reference and standard metadata reports
- Experience with a statistical methodology for all statistical products
- Ability to build a self-assessment checklist for statistical products

II. Capacity Development

- In addition to delivering the abovementioned technical support, the Statistical Quality Expert will advise on principles and best practices in relation to Statistics Quality methodologies, frameworks & Tools.
- Delivering training to staff in Quality methodologies, frameworks & Tools
- Preparing and implementing a training course on quality for room staff.

- Holding workshops that include existing surveys
- Training on sampling techniques and procedures to check data quality
- To develop standard templates for quality tests
- Providing coaching and on-the-job-training for staff

C. Expected Deliverables and Outputs

Deliverable	Anticipated duration	Anticipated date duration	Attendance Type	Review and Approvals required
Deliverable 1: Training and knowledge transfer	15 working days	May	Remotely	Director of Quality management In collaboration with UNDP Programme Analyst
Deliverable 2: Initial Consultation and support for challenges, issues, and current status	15 working days	June	Remotely	
Deliverable 3: Quality policy and framework	30 working days	July – August	Physical	
Deliverable 4: Self-assessment checklist				
Deliverable 5: Quality Indicators				
Deliverable 6: Metadata and Quality Reports				
Deliverable 7: Quality policy and framework				
Deliverable 8: Data quality and other subjects	15 working days	September	Physical	
Deliverable 9: Training and knowledge transfer				
Deliverable 10: Review and closing subjects	15 working days	November	Remotely	
Total number of working days:		90 days		

D. Institutional Arrangement

- The expert will report on a monthly basis to the Director of Quality Management as well as the UNDP Programme Analyst, including activities, outputs, performance indicators, challenges, lessons learned and recommendations.

E. Duration of the Work

- The expected duration of the assignment is expected to be 90 working days over a period of 6 months

F. Duty Station

The duty station for the Statistical Quality Expert is a hybrid. The following working arrangement is uncontacted for the assignment:

# of Days	Location
45	Home-based
45	Riyadh, Saudi Arabia GASTAT Offices

- UNDP will cover the around ticket to/from the duty station.
- If unforeseen travel outside the consultant’s duty station 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

i. Min. Academic Education

- ✓ A Masters' degree in mathematics, computer science, information management, statistics, or other relevant field.

ii. Min. years of relevant Work experience

- ✓ At least 8 years of relevant professional experience with national statistics offices, international organizations, or government in applying statistical Quality methodologies and techniques
- ✓ Expertise in data profiling tools and analytical methods (Informatica IDQ)
- ✓ Experience with SQL.
- ✓ Good knowledge of SAS.
- ✓ Proficiency with Business Intelligence platforms and visualization tools (i.e. Power BI, Tableau) a plus
- ✓ Excellent data analysis skills, collecting business requirements, including the ability to work with and profile large data sets
- ✓ Experience working within waterfall and agile project management frameworks
- ✓ Understanding of master data management/data processing and data governance practices
- ✓ Statistical packages R/python/ Stata17
- ✓ Certification of Training courses/workshops related to the field of Data Quality/ Statistical Quality.

Competencies

- ✓ Excellent interpersonal skills, including the ability to establish strong cooperative relationships with senior government officials.
- ✓ Ability to work on own initiative as well as a member of a team and to work under pressure.
- ✓ Critical thinker who can optimally identify, fix and solve problems
- ✓ Good understanding and practice of capacity development.
- ✓ Knowledge & experience of working with constituents in the Arab States, particularly in the Gulf Cooperation Council (GCC), ESCWA/ UN agencies
- ✓ 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, religious and age sensitivity and adaptability.

iii. Required Language(s)

- ✓ 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 needful.

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	Phases	Estimated Duration to Complete	Payment Percentage
1 st payment	Upon Accomplished and Submission of Deliverable 1 (100%)	May	10%
2 nd payment	Upon Accomplished and Submission of Deliverable 2 (100%)	June	10%
3 rd Payment	Upon Accomplished and Submission of Deliverables 3,4,5,6,7, & 8 (100%)	July – August	60%
4 th Payment	Upon Accomplished and Submission of Deliverable 9 (100%)	September	10%
Last Payment	Upon Accomplished and Submission of Deliverable 10 (100%)	November	10%

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. 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 a 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
Min. Academic Education	<ul style="list-style-type: none"> A Master degree in mathematics, computer science, information management, or statistics or other relevant field. 	15
Relevant professional experience	<ul style="list-style-type: none"> A minimum of 8 years of direct professional experience with national statistics offices, international organizations, or government in applying statistical Quality methodologies and techniques 	20
Work experience in similar contexts	<ul style="list-style-type: none"> Proven provision in data profiling tools and analytical methods (Informatica IDQ) Experience with SQL. Good knowledge in SAS. Proficiency with Business Intelligence platforms and visualization tools (i.e. Power BI, Tableau) 	20
	<ul style="list-style-type: none"> Proven provision of data analysis skills, collecting business requirements, including the ability to work with and profile large data sets Proven working experience within waterfall and agile project management frameworks Proven experience of understanding the master data management/data processing and data governance practices Statistical packages R/python/ Stata17 	15

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.

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

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