

Terms of Reference (TOR) for Gender and Diversity Statistics Expert

Post Title:	Gender and Diversity Statistics Expert
Anticipated Starting Date:	ASAP
Anticipated Duration:	120 days over a period of 12 months
Location:	Hybrid Riyadh, Saudi Arabia (Office-based)/and Home-Based
Project:	100619 -Institutional Support to Statistics
National or International consultancy:	International Consultant

A. Background

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 finance

Saudi Arabia has realised 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 ongoing transformation of Saudi Arabia beneath the Vision 2030 plan is unlocking new possibilities at an extraordinary pace. The gender and Diversity Statistics Department is a new department under the General Authority of Statistics. It will shed light on the equality between men, women, disabled, youth, and older populations enjoying the same rights, resources, opportunities and protections. Gender

statistics help meet the requirements of Saudi Vision 2030 as well as other requirements of regional organizations such as ESCWA and international requirements set out by UN WOMEN.

B. Scope of Work

- The Gender and diversity expert will provide technical assistance related to producing indicators for the department's different projects.
- The Expert will also implement capacity-strengthening activities, including training and mentoring, for department staff.
- He/She will work under the supervision of the department director. Specifically, the responsibilities under this assignment include the following:

Technical support

- Review Disable people survey, Prepare descriptions and complete documentation of methodologies and procedures to produce the final report.
- Review and support in producing Women Report, Family Report and Youth Report.
- He/ She will be responsible for producing the older population report.
- Help and review the Census reports that will be produced by the department.
- Respond to internal/external requests on questions related to Gender and Diversity statistics
- Prepare charts, graphs and other outputs for reporting and presentation of various data.
- Prepare data sets upon request, respond to queries/requests and maintains/update web pages.
- Perform any other relevant tasks requested by the supervisor.

Capacity Development

- In addition to delivering the above-mentioned technical support, the Gender and Diversity Statistics Expert will advise the employees on principles and best practices in relation to Gender and Diversity Statistics methodologies and frameworks.
- Delivering training to department employees in generating indicators and acquiring relations in the department reports
- Providing coaching and on-the-job-training for the department staff as needed

C. Expected Deliverables

Deliverables	Anticipated duration	Anticipated Due Date	Attendance Type	Approvals required
Deliverable 1: Inception Phase and inception report (5-6 pages)	7 working days	1 st month	Hybrid	Gender and Diversity Expert's supervisor In collaboration with UNDP Programme Analyst
Deliverable 2: Review "Disable people Survey" and document suggested improvements of data collection methodologies and related instruments and with a view to strengthening data analysis for the final report "Disabled People Survey"	10 working days	2 nd month	Remote	
Deliverable 3: Produce the report on the "Older population"	36 working days	6 th to 9 th month	Hybrid	
Deliverable 4: Improvements in data dissemination by reviewing: (i) women report, (ii) family report, (iii) youth report	8 working days	2 nd to 10 th month	Remote	
Deliverable 5: Review Census reports that will be produced by the department	26 working days	2 nd to 9 th month	Hybrid	
Deliverable 6: Strengthening the strategic planning, report with a 5 year plan for the production of gender and diversity statistics	21 working days	9 th to 12 th month	Hybrid	
Deliverable 7: Improvement in the human resources capacity to compile statistics/indicators and their dissemination through training and coaching in compliance with national standards and ethics	7 working days	5 th to 12 th month	At GASTAT	
Deliverable 8: Development of capacity of staff for application of international standard methodologies through advice and on-the-job training	5 WORKING DAYS	6 th to 11 th month	Remote	
In addition, the expert has to submit monthly reports and mid-term assignment progress reports.				
Total of Working Days	120 days			

D. Institutional Arrangement

- The expert will report on a monthly basis to his/her supervisor and to the Chief Technical Advisor, as well as, the UNDP Programme Analyst. The expert 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 120 working days over a period of 12 months, with the possibility of an extension.

F. Duty Station

- The duty station for the Gender and Diversity Statistics Expert is Riyadh, Saudi Arabia/ Home-Based.

Location	# of working days
Riyadh, Saudi Arabia Office-based	30 days
Home-based	90 days

- 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 expert 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 expert is responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- ✓ The expert is also required to comply with the UN security directives.
- ✓ The expert is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP.

- ✓ The expert will be responsible for submitting his/her own mission travel arrangements in line with UNDP travel policies.
- ✓ The expert is responsible for required health and life insurance related to work or travel.
- ✓ The expert is expected to have his/her own Laptop/Computer.

G. Qualifications

i. Min. Academic Education

- ✓ Master's Degree in statistics, Gender studies or any other relevant qualification related to the assignment field.

ii. Min. years of relevant Work experience

- ✓ Minimum 8 years of relevant professional experience with national statistics offices, international organizations, or government in applying statistical theories and techniques.
- ✓ Experience carrying out participatory gender analysis; experience collecting and formulating gender-responsive indicators and sex-disaggregated data and preparing gender-responsive project analysis; developing gender action plans;
- ✓ Ability to provide statistical technical advice on different sectors/themes.
- ✓ Ability to work on any of the statistical packages to analyse data.
- ✓ Knowledge & experience in writing statistical reports
- ✓ Prior experience in multi-stakeholders consultation processes and working with international organizations and donors,
- ✓ Demonstrated understanding of the links between sustainable development, social and gender issues;
- ✓ Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations, including community organizations;
- ✓ Demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired.

iii. Competencies

- ✓ 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.
- ✓ Good understanding and practice of capacity development.
- ✓ 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.
- ✓ Strong interpersonal and communication skills;

- ✓ Strong analytical, reporting and writing abilities skills;
- ✓ Openness to change and ability to receive/integrate feedback;
- ✓ Ability to plan, organize, implement and report on work;
- ✓ Ability to work under pressure and tight deadlines;
- ✓ Comprehensiveness knowledge of Conservation work in the Pacific Region
- ✓ Proficiency in the use of office IT applications and the internet in conducting research;
- ✓ Outstanding communication, project management and organizational skills;
- ✓ Excellent presentation and facilitation skills.
- ✓ Demonstrates integrity and ethical standards;
- ✓ Positive, constructive attitude to work;
- ✓ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

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

- ✓ 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 expert 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 Complete	to	Payment Percentage
1 st payment	Upon Accomplished and	1 month after the		12.5%

	Submission of Deliverable 1 (100%)	signature of the contract	
2nd payment	Upon Accomplished and Submission of Deliverable 2 (100%)	2 months after the signature of the contract	12.5%
3rd payment	Upon Accomplished and Submission of Deliverables 3 & 5 (100%)	9 months after the signature of the contract	25%
4th payment	Upon Accomplished and Submission of Deliverable 4 (100%)	10 months after the signature of the contract	12.5%
5th payment	Upon Accomplished and Submission of Deliverable 8 (100%)	11 months after the signature of the contract	12.5%
Last payment	Upon Accomplished and Submission of Deliverables 6 and 7 (100%)	12 months after the signature of the contract	25%

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"> • Master’s level degree in statistics, gender studies, or any other relevant fields. 	5
Relevant professional experience	<ul style="list-style-type: none"> • Minimum of 8 years of relevant professional experience with national statistics offices, international organizations, or government in applying statistical theories and techniques. 	15
	<ul style="list-style-type: none"> • Experience carrying out participatory gender analysis; experience collecting and formulating gender-responsive indicators and sex-disaggregated data and preparing gender-responsive project analysis; developing gender action plans; 	10
Work experience in similar contexts	<ul style="list-style-type: none"> • Proven provision of statistical technical advice on different sectors/themes. • Proven provision for working on any of the statistical packages to analyse data. • Proven working experience in writing statistical reports. 	15
	<ul style="list-style-type: none"> • Demonstrated understanding of the links between sustainable development, social and gender issues 	10
	<ul style="list-style-type: none"> • Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations, including community organizations • Demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired • Prior experience in multi-stakeholders’ consultation processes and working with international organizations and donors 	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 expert 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.