

Terms of Reference (TOR) for Satellite accounts expert

| | |
|--|--|
| Post Title: | Statistician- Satellite Account Expert |
| Anticipated Starting Date: | ASAP |
| Anticipated Duration: | 3 months |
| Location: | Riyadh, Saudi Arabia |
| 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 three themes: a) a vibrant society, b) a thriving economy and c) 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 recognizes 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
- Communication 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 Expert of Non-profit institution's satellite accounts will provide technical assistance to support GASTAT in undertaking the Non-Profit Institutions Survey (NPIS) and compilation of satellite accounts of non-profit institutions. The Expert will also implement capacity-strengthening activities, including mentoring GASTAT staff.

He/ She will work under the supervision of General Manager for National Accounts and the project Chief Technical Advisor as a co-supervisor. Specifically, the responsibilities under this assignment include the following:

I. Technical support:

- Provide support to data collection and measurement activities of Non-Profit Institutions Survey, including survey design, sampling organization and survey administration (based on best practices and international standards on Non-Profit Institutions in the System of National Accounts).
- Provide technical advice on the appropriate methodology, including developing the sampling framework, the process of selecting the sampling units, and the levels of representativeness required / sample size for the NPISA.
- Review the objectives and scope of the surveys and develop/ revise the questionnaires in close consultations with the relevant staff and other technical experts at GASTAT.
- Ensure the quality of collected data for accuracy, consistency and comparability and facilitate the dissemination of NPISA tables and the report.
- Compile the non-profit institution satellite account (NPISA)
- Perform any other relevant tasks requested by the Supervisor.

II. Capacity Development

- Prepare descriptions and documentation of methodologies and procedures for the survey.
- Provide coaching and on-the-job training for the GASTAT staff on survey design and sampling methods as relevant.

C. Expected Deliverables and Outputs

By the end of the assignment, the consultant should deliver these outputs/perform these tasks:

| Deliverable | Anticipated duration | Anticipated date duration (subject to change) | Approvals Required |
|---|------------------------|---|--|
| Deliverable 1: <ul style="list-style-type: none"> • Review and process NPI survey data • Preparing the methodology and Tables of NPISA. • Compiling NPISA • Preparing the report and Publication tables of NPISA | 45 working days | 1 April – 28 May 2023 | Satellite account expert’s Supervisor In collaboration with UNDP Programme Analyst |
| Deliverable 2: <ul style="list-style-type: none"> • Revising the questionnaire and Frame of NPI surveys. • Surveys: 1- Non-Profit institutions survey | 15 working days | 7–28 June 2023 | |
| Total number of working days: | 60 days | | |

D. Institutional Arrangement

- The Expert will be supervised by his/her assigned Supervisor at GASTAT as well as reporting monthly to the UNDP Programme Analyst.

E. Duration of the Work

- The expected duration of the assignment is expected to be 60 working days over a period of 3 months.
- 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 28 June 2023.

F. Duty Station

The duty station for the Satellite Account Expert is GASTAT offices in Riyadh, Saudi Arabia.

- This assignment will be based in Riyadh, Saudi Arabia
 - 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

- ✓ Master's degree in statistics or economics with an emphasis on statistics or other related fields.

ii. Min. years of relevant Work experience

- ✓ At least 8 years of relevant professional experience with national statistics offices and international organizations, with proven experience in applying statistical techniques to design NPI surveys, measuring volunteer work, and compiling NPISA.
- ✓ Good knowledge of statistical software packages such as Stata, SPSS or others.
- ✓ Ability to understand and analyze and political dynamics in the region.
- ✓ Knowledge & experience of working with constituents in the Arab States, particularly in the Gulf Cooperation Council (GCC).
- ✓ Demonstrate good knowledge of economic indicators for national and local economic trends

Competencies

- ✓ Ability to work on own initiative and as a member of a team and 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.
- ✓ Proven technical and intellectual skills in understanding and interpreting regional, national, and local social science indices.
- ✓ Demonstrated ability for facilitation and coordination skills.
- ✓ Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner.
- ✓ Background knowledge about the SDGs, United Nations and UNDP.
- ✓ Good teamwork and interpersonal skills.
- ✓ Flexibility and ability to handle multiple tasks and work under pressure.
- ✓ Excellent drafting and formulation skills.
- ✓ Excellent computer skills especially Word, Excel, and PowerPoint.
- ✓ Demonstrated ability to think strategically and to provide credible leadership.
- ✓ Demonstrated intellectual leadership and ability to integrate green finance with broader strategic overview and corporate vision.
- ✓ Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues. Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- ✓ Demonstrated well developed people management and organizational management skills.
- ✓ Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.
- ✓ Ability to address global development issues.
- ✓ Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

iii. **Required Language:**

- ✓ 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%) | 2 months after the signature of the contract | 50% |
| 2 nd payment | Upon Accomplished and Submission of Deliverable 2 (100%) | 3 months after the signature of the contract | 50% |

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 or economics with an emphasis on statistics or other related fields. | 15 |
| Relevant professional experience | <ul style="list-style-type: none"> At least eight years of relevant professional experience with national statistics offices and international organizations, with proven experience in applying statistical techniques to design NPI surveys, measuring volunteer work, and compiling NPISA. | 25 |
| Work experience in similar contexts | <ul style="list-style-type: none"> Proven provision of statistical software packages such as Stata, SPSS or others. | 15 |
| | <ul style="list-style-type: none"> Knowledge & experience of working with constituents in the Arab States, particularly in the Gulf Cooperation Council (GCC). | 5 |
| | <ul style="list-style-type: none"> Demonstrate sound knowledge of economic indicators for national and local economic trends. | 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)

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:

- a) **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.
- b) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
- c) 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 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 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-notices.undp.org/view_notice.cfm?notice_id=97597 for more detailed information about terms of references, instructions for the offeror, and to download the documents to be submitted in the offer online.

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.

M. APPROVAL

This ToR is prepared by:

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

This ToR is approved by:

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