

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Kingdom of Saudi Arabia

Ministry of Transport

Deputy Minister of transport for roads



المملكة العربية السعودية

وزارة النقل

مكتب وكيل الوزارة للطرق

Date: 24 November 2013

H.E. Paolo Lembo
UN Resident Coordinator
Riyadh

Subject: SAU10/79238- Sustainable Road & Transport Management
Substantive Project and Budget Revision.

Dear Mr.Lembo

I am pleased to send you the attached signed document regarding the Substantive and project Revision document.
I would like to ask you to return to our office one signed copy of the attached document and to proceed with the recruitment actions.

Best regards

Deputy Minister for Roads
National Project Coordinator SAU/10/79238

Eng. Hathlool H. Alhathlool

**United Nations Development Programme
Substantive Project and Budget Revision
Saudi Arabia**

Project Title: Sustainable Road and Transport Management
Project ID SAU10/79238
Expected CP Outcomes Sustainable Development Mainstreamed across the Economy
Expected Output(s): 1. Strengthening Governance and Public Administration through National Transportation Strategy (NTS) Reporting and Review.
 2. Capacity Building for Road and Transport Safety
Executing Entity: Ministry of Transport, Kingdom of Saudi Arabia
Implementing Agencies: UNDP, UNDESA

Project Description

The purpose of this revision is to set out initial project personnel to render support to the extent of tasks for NTS implementation and for comprehensive planning procedures as those emanate from the Council of Ministers decrees and the instructions of the Minister. Tasks of the project includes capacity building and application of international best practices for monitoring and reporting of the National Transportation Strategy and for establishing planning procedures and transport statistics system. Hence the Budget of the Project is increased by US\$ 2,776,725

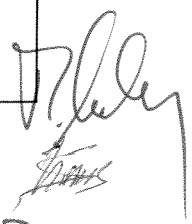
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Programme Period:</td> <td>2012 – 2016</td> </tr> <tr> <td>Key Result Area (Strategic Plan)</td> <td>_____</td> </tr> <tr> <td>Atlas Award ID:</td> <td>SAU10/62025</td> </tr> <tr> <td>Start date:</td> <td>1st January 2012</td> </tr> <tr> <td>End Date</td> <td>31st December 2016</td> </tr> <tr> <td>PAC Meeting Date</td> <td>26th Sep 2011</td> </tr> <tr> <td>Management Arrangements</td> <td>NIM</td> </tr> </table>	Programme Period:	2012 – 2016	Key Result Area (Strategic Plan)	_____	Atlas Award ID:	SAU10/62025	Start date:	1 st January 2012	End Date	31 st December 2016	PAC Meeting Date	26 th Sep 2011	Management Arrangements	NIM	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total resources required</td> <td>US \$ 7,046,746</td> </tr> <tr> <td>Total Budget Increased</td> <td>US \$ 2,776,725</td> </tr> <tr> <td colspan="2">Total allocated resources:</td> </tr> <tr> <td style="padding-left: 20px;">Government:</td> <td>US\$9,823,471</td> </tr> </table>	Total resources required	US \$ 7,046,746	Total Budget Increased	US \$ 2,776,725	Total allocated resources:		Government:	US\$9,823,471
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Agreed by the Government (Ministry of Transport)

Eng. Hathlool Al Hathlool
 Deputy Minister for Roads,
 National Project Coordinator



Date: 25-11-2013



Agreed by (UNDP)

Mr. Paolo Lembo
 UN Resident Coordinator



Date: 26-11-2013

United Nations Development Programme

Country: Saudi Arabia

Substantive Project and Budget Revision

Project Title: Sustainable Road and Transport Management

Project ID: SAU10/79238

Background

The decree of the Council of Ministers dated 26 November 2011(G) / 3 Muharram 1433(H) approved the National Transportation Strategy and instructed the Ministry of Transport to supervise and coordinate the implementation of the strategy and to submit a report on the implementation every two years.

Further, the Council of Ministers approved the Comprehensive Planning Manual for MOT which provides guidance for transportation planning processes of MOT and directs the formation of a transport data statistical system.

Against this backdrop the Minister of Transport ordered the setting up of a NTS follow-up department and instructed MOT departments on the tasks for implementing and follow-up of NTS. Furthermore, he instructed the implementation of the comprehensive planning manual.

These tasks require a high level of coordination among MOT departments and with other government agencies and demand additional specialized knowledge to support concerned MOT departments.

The strategy of this project includes support actions for the NTS reporting and review activities. However, initial project personnel input has not been set out to render support to the extent of tasks for NTS implementation and for comprehensive planning procedures as those emanate from the Council of Ministers decrees and the instructions of the Minister.

In the past MOT has achieved excellent results with UN experts when developing NTS; moreover the UN expert team integrates well with MOT departments and staff to support their work. Therefore, MOT came to the conclusion that additional UN project personnel can provide effectively the required support to implement the new tasks. Tasks of the project includes capacity building and application of international best practices for monitoring and reporting of the National Transportation Strategy and for establishing planning procedures and the transport statistics system.

Four additional expert posts have been identified for following work areas:

1. Passenger and public transport
2. Transport infrastructure and freight transportation
3. Transport planning
4. Transport data and statistics

Experts for these areas shall work jointly within the existing expert team and will assist MOT and in particular the Planning Department and the NTS Follow-up Department in related work areas. The UN expert team shall also be complimented by an Arabic - English language support staff to facilitate the work of the team.

Within the existing project budget the allocation for Short Term Experts shall be revised to the post for a Civil Engineer Roads to further support capacity building tasks for Road and Transport Safety.

Amendments

AA) The Results and Resource Framework as referred to on pp. 5 and 6 of the project document shall be amended as shown in annex 1 to this addendum.

BB) The annual work plan for the years 2014 to 2016 (pp. 9, 10, and 11 of the project document) shall be amended as shown in annex 2 of the addendum.

CC) The project amount estimated in the budget as shown on page 12 of the project document shall amend to **US\$ 9,823,471**.

DD) The Project inputs as referred to on page 13 of the project document shall be amended as follows (amendments / changes marked in *italic*):

Project Inputs

Direct Government inputs:

- a) Project personnel
 - National Project Coordinator
 - Counterpart staff and support staff as needed
 - Consultants / Experts
- b) Office premises, office equipment and furniture
- c) Printing, publishing and communication expenses

United Nations inputs:

- a) International project personnel:
 - Senior Transport Economist
 - Road and Traffic Safety Expert
 - *Public / Passenger Transport Expert*
 - *Freight Transport Expert*
 - *Transport Planner*
 - *Transport Data and Statistics Expert*
 - *Civil Engineer - Roads (instead of Short Term Experts)*
 - Consultants (Consultants Service Agreement)

- b) National project personnel:
 - Administrative Officer
 - Transport Planning
 - Transport Economist
 - *Arabic / English language support officer*
 - Administrative Support

EE) The project staff schedule as referred to on page 14 of the project document shall be amended as follows (amendments / changes marked in *italic*):

Project Staff Input Schedule

Position	2012	2013	2014	2015	2016
International					
- Senior Transport Economist	[Hatched bar]				
- Road and Traffic Safety Expert	[Hatched bar]				
- <i>Public / Passenger Transport Expert</i>			[Hatched bar]		
- <i>Freight Transport Expert</i>			[Hatched bar]		
- <i>Transport Planner</i>			[Hatched bar]		
- <i>Transport Data and Statistics Expert</i>			[Hatched bar]		
- <i>Civil Engineer – Roads</i>			[Hatched bar]		
National					
- Administrative Officer	[Hatched bar]				
- Transport Planning	[Hatched bar]				
- Transport Economist		[Hatched bar]			
- <i>Arabic / English language support officer</i>			[Hatched bar]		
- Administrative Support	[Hatched bar]				

FF) The Payment schedule as referred to on page 31 of the project document shall be amended to the following schedule (amendments / changes marked in *italic*):

Payment Schedule

	Original Project	Amendment 2013	Total
DATE	AMOUNT (USD)	AMOUNT (USD)	AMOUNT (USD)
Unutilized from previous project	3,046,746	-	3,046,746
2012	800,000	-	800,000
2013	800,000	-	800,000
2014	800,000	925,575	1,725,575
2015	800,000	925,575	1,725,575
2016	800,000	925,575	1,725,575
Total	US \$ 7,046,746	US\$ 2,776,725	US\$ 9,823,471

Annexes

1. Results and Resources Framework (additions / changes have been printed in *italic characters*)
2. Work Plans 2014 to 2016 (additions / changes have been printed in *italic characters*)
3. Terms of Reference for additional / revised expert posts

Annex 1 of the Addendum - Results and Resources Framework

Intended Outcome as stated in the Country Programme Results and Resource Framework:

3. Sustainable Development Mainstreamed across the Economy

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

Baseline: Modest ability of previous strategies to achieve results in geographic balance of development.

Target: Strategies serve as effective frameworks for balanced development

Applicable Key Result Area (from 2012 -2016 Strategic Plan): NTS progress review

Partnership Strategy: UNDP - MOT

Sustainable Road and Transport Management SAU/10/79238 (ATLAS Award ID: SAU/10/62025)

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>1. Strengthening Governance and Public Administration through NTS Reporting and Review</p> <p>1.1 NTS reporting and review mechanism</p> <p>1.2 NTS status reports</p> <p>1.3 NTS five year review</p> <p>1.4 NTS task force support</p> <p>1.4.1 Plan for reducing carbon emissions</p> <p>1.4.2 <i>Comprehensive transport planning</i></p> <p>1.4.3 <i>Transport data and statistics program</i></p> <p>Baseline: Progress reporting and review of the strategy did not exist in the past and is a new instrument for implementation of NTS</p> <p>Indicators:</p> <ul style="list-style-type: none"> Participation of sector agencies in reporting and review 	<p>1.1 - NTS reporting mechanism prepared (2012)</p> <p>1.1 - NTS review mechanism prepared (2015)</p> <p>1.2 - 1st NTS Status Report finalized (2013)</p> <p>1.2 - 2nd NTS Status Report finalized (2015)</p> <p>1.3 - 1st NTS five year review finalized (2016)</p> <p>1.4.1 – NTS Task Force Support: Developing an activity plan for reducing carbon emissions of the transport sector (2014)</p> <p>1.4.2 – <i>Comprehensive transport planning (2015, 2016)</i></p>	<p>1.1 NTS Reporting / Review Mechanism</p> <ul style="list-style-type: none"> Formulation of reporting / review procedures Formulation ToR for experts / consultants <p>1.2 Preparing NTS Status Reports</p> <ul style="list-style-type: none"> Hiring Experts / Consultants Status assessment exercise with all sector agencies, status report preparation NTS status report drafting NTS status report submission <p>1.3 Preparing NTS Review</p> <ul style="list-style-type: none"> Hiring Experts / Consultants NTS policy dialogue with all sector agencies, updating NTS policies and action programme NTS review workshop Submission of revised NTS document <p>1.4.1 Developing an activity plan for reducing carbon emissions of the transport sector</p> <ul style="list-style-type: none"> Identifying areas for reducing carbon 	<p>Ministry of Transport</p>	<p>National staff</p> <p>International staff</p>

<p>procedures</p> <ul style="list-style-type: none"> Adoption of reports by legislative bodies 	<p>1.4.3 – transport data and statistics program (2015, 2016)</p>	<p>emissions within the NTS Action Programme</p> <ul style="list-style-type: none"> Activity Plan formulation <p>1.4.2 Implementing comprehensive transport planning</p> <ul style="list-style-type: none"> Identifying planning activities for integrated infrastructure planning Implement planning activities <p>1.4.3 Implementing transport data and statistics program</p> <ul style="list-style-type: none"> Developing an implementation plan for transport data and statistics program Implement planning transport data and statistics program 		
<p>2. Capacity Building for Road and Transport Safety</p> <p>2.1 Development of Intelligent Transport System applications for improving road safety on selected highway sections</p> <p>2.2 Enhancing MOT planning and administrative capacities for road safety management and for planning and administration ITS technologies</p> <p>Baseline: ITS is new technology to MOT, planning/administrative capacities are not sufficiently developed</p> <p>Indicators:</p> <ul style="list-style-type: none"> ITS projects being implemented on the roads Participation in Training sessions 	<p>2.1 - ITS Design Study Highway 15/40 in Makkah / Madinah Region (2012)</p> <p>2.1 - ITS Design Study for HTMS Dammam/Dhahran/Al Khobar (2013)</p> <p>2.2 - Training for ITS planning and system administration (2012, 2013)</p> <p>2.2 – Assistance for road safety management issues (2012, 2013, 2014, 2015, 2016)</p>	<p>2.1 Development of Intelligent Transport System applications</p> <ul style="list-style-type: none"> Selecting consultants through competitive bidding Coordinating consultants field work and report preparation for the studies <p>2.2 Capacity support for road safety management</p> <ul style="list-style-type: none"> Delivering ITS related training to MOT staff Assistance to concerned MOT departments on road safety issues 	<p>Ministry of Transport</p>	<ul style="list-style-type: none"> National and international staff Procurement assistance

Annex 2 of the Addendum – work plans 2014 to 2016

Year: 2014

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
1. Strengthening Governance and Public Administration through NTS Reporting and Review Baseline: Progress reporting and review of the strategy did not exist in the past and is a new instrument for implementation of NTS Indicators: Adoption of reports by legislative bodies Targets: on-going process Related CP outcome:	1.2 First NTS status report prepared	XX				MOT	International staff UNDESA	300,000	
	1.4 NTS Task Force Support	XXX	XXX	XXX	XXX	MOT	National Staff	150,000 60,000	
2. Capacity Building for Road and Transport Safety Baseline: ITS is new technology to MOT, planning/administrative capacities are not sufficiently developed Indicators: <ul style="list-style-type: none"> ITS projects being implemented on the roads Participation in Training sessions Targets: ITS design reviewed by MOT for implementation, staff has received training Related CP outcome:	1.1 Design studies finalized	XXX	X			MOT	Consultants service agreement	500,000	
	1.2 ITS Training finalized	XXX	X			MOT	International staff UNDESA	200,000	
	2.2 Road safety management assistance	XXX	XXX	XXX	XXX	MOT	National Staff	150,000	
									3,500
Audit									
Miscellaneous (2.5%)									54,088
Sub total									2,217,588
GMS (5%)									110,879
TOTAL									2,328,467

Year: 2015

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Amount	
1. Strengthening Governance and Public Administration through NTS Reporting and Review Baseline: Progress reporting and review of the strategy did not exist in the past and is a new instrument for implementation of NTS Indicators: Adoption of reports by legislative bodies Targets: on-going process Related CP outcome:	1. NTS review mechanism paper prepared	XXX	XXX	XXX	XX	MOT	International staff UNDESA	300,000	
	1.2 Second NTS status report prepared		XXX	XXX	XXX	MOT	MOT	International staff UNDP	800,000
	1.4 NTS Task Force Support	XXX	XXX	XXX	XXX	MOT	National staff	150,000 60,000	
	2.2 Road safety management assistance	XXX	XXX	XXX	XXX	MOT	International staff UNDESA	200,000	
1. Capacity Building for Road and Transport Safety Baseline: ITS is new technology to MOT, planning/administrative capacities not sufficient Indicators: <ul style="list-style-type: none"> ITS projects being implemented on the roads Participation in Training sessions Targets: ITS design reviewed by MOT for implementation, staff has received training Related CP outcome:									
Audit									3,500
Miscellaneous (2.5%)									41,588
Sub total									1,705,088
GMS (5%)									85,254
TOTAL									1,790,342

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Amount	
2. Strengthening Governance and Public Administration through NTS Reporting and Review Baseline: Progress reporting and review of the strategy did not exist in the past and is a new instrument for implementation of NTS Indicators: Adoption of reports by legislative bodies Targets: on-going process Related CP outcome:	1.2 Second NTS status report prepared	XXX				MOT	International staff UNDESA	300,000	
	1.3 NTS five year review exercise finalized, NTS action programme updated	XXX	XXX	XXX	XXX	MOT	International staff UNDP	800,000	
	1.4 NTS Task Force Support	XXX	XXX	XXX	XXX	MOT	National staff	150,000 60,000	
	2.2 Road safety management assistance	XXX	XXX	XXX	XXX	MOT	International staff	200,000	
1. Capacity Building for Road and Transport Safety Baseline: ITS is new technology to MOT, planning/administrative capacities not sufficient Indicators: <ul style="list-style-type: none"> ITS projects being implemented on the roads Participation in Training sessions Targets: ITS design reviewed by MOT for implementation, staff received training Related CP outcome:									
									30,000
									3,500
									42,337
									854,338
									86,792
									1,822,630
Monitoring and Evaluation									
Audit									
Miscellaneous (2.5%)									
Sub Total									
GMS (5%)									
TOTAL									

Annex 3: Terms of Reference for additional / revised experts

Additional Experts

- Public / Passenger Transport Expert
- Freight Transportation Expert
- Transport Planner
- Transport Statistics Expert

Revised Expert Post

- Civil Engineer – Roads

TERMS OF REFERENCE

Sustainable Road and Transport Management

Post Title: Public / Passenger Transport Expert (P-4)

Country: Riyadh, Saudi Arabia

Duration: one year, renewable

Office Name: UNDP Saudi Arabia – Ministry of Transport

1. BACKGROUND:

The Ministry of Transport is responsible for supervising and coordinating the implementation of the National Transportation Strategy (NTS): <https://www.mot.gov.sa/Ar/FutureTransport/Pages/NTS.aspx>. NTS is a dynamic instrument to strengthen governance and public administration processes while the strategy provides guidance for operation and development of the transport sector. Further, MOT finalized a comprehensive planning manual to improve transport planning activities, and is establishing a transport data statistical system. Against this backdrop the Minister of Transport directed the setting up of the NTS Follow-up Department and instructed MOT departments on the tasks for implementing and follow-up of NTS. Resulting tasks require a high level of coordination among MOT departments and with other government agencies and demand specialized knowledge to support concerned MOT departments. In this regard the expert team of this project provides direct assistance to MOT, and in particular to the NTS Follow-up Department and the Planning Department.

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. **Academic Qualification:** Advanced university degree (Master's degree or equivalent) in transport planning, economics, engineering or related field. A first-level university degree in combination with additional qualifying professional experience may be accepted in lieu of the advanced university degree.
- II. **Years of Experience:** The incumbent shall have at least 7 years of progressive professional experience relevant to the work area.
- III. **Language Requirements:** For the post advertised, fluency in oral and written English is required. Working knowledge of Arabic is an advantage.
- IV. **Job Knowledge and Desirable Skills:** The incumbent shall have professional knowledge and experience in transport research, analysis and/or planning and operations especially as applied to public transport and passenger transportation, and having a good understanding of public administration at ministerial levels. The incumbent shall have experience in drafting documents and reports. Experience in the work environment of a national transport administration or an international organization, and work experience in Saudi Arabia would be of additional advantage.

Professionalism: Ability to contextualize public transport systems and passenger transportation including regulatory interventions within broad economic and sustainable development concepts; ability to conduct independent research on transport sector strategy and planning topics; shows pride in work and in achievements; demonstrates professional competence in his work area; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and

resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- V. **People Skills:** Communication: Speaks and writes clearly and effectively including the drafting of documents and papers, listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Teamwork: Works collaboratively with project staff and MOT officers to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

3. Scope of Work, Responsibilities and Duties

This position is located in the UNDP - Sustainable Road and Transport Management Project at the Ministry of Transport (MOT) of the Kingdom of Saudi Arabia. The expert works within a team of UN experts under the overall supervision of the National Project Coordinator, the Deputy Minister of Transport, and under the direction of related department heads. The expert's main work area is related to public and passenger transport issues and actions of the National Transportation Strategy and of MOT planning activities. In particular the expert assists and facilitates the work of the NTS Follow-up Department for following up the implementation of NTS actions and policies, drafting related report inputs and papers, reviewing reports, and researching and analyzing developments. Tasks of the incumbent include:

- Assist the NTS department in preparing and implementing follow-up actions of the NTS program actions particularly for public and passenger transportation including related infrastructure;
- Monitor public and passenger transportation developments of Saudi Arabia and the region;
- Draft report inputs for the biannual NTS status report and for other NTS and related reports of MOT;
- Review and analyze NTS issues, policies and actions for the periodical NTS review;
- Assist departments and agencies in planning and implementing NTS program actions, including coordination with related stakeholders;
- Perform any other task including those requested by other departments of MOT.

TERMS OF REFERENCE

Sustainable Road and Transport Management

Post Title: Freight Transportation Expert (P-4)

Country: Riyadh, Saudi Arabia

Duration: one year, renewable

Office Name: UNDP Saudi Arabia – Ministry of Transport

1. BACKGROUND:

The Ministry of Transport is responsible for supervising and coordinating the implementation of the National Transportation Strategy (NTS): <https://www.mot.gov.sa/Ar/FutureTransport/Pages/NTS.aspx> NTS is a dynamic instrument to strengthen governance and public administration processes while the strategy provides guidance for operation and development of the transport sector. Further, MOT finalized a comprehensive planning manual to improve transport planning activities, and is establishing a transport data statistical system. Against this backdrop the Minister of Transport directed the setting up of the NTS Follow-up Department and instructed MOT departments on the tasks for implementing and follow-up of NTS. Resulting tasks require a high level of coordination among MOT departments and with other government agencies and demand specialized knowledge to support concerned MOT departments. In this regard the expert team of this project provides direct assistance to MOT, and in particular to the NTS Follow-up Department and the Planning Department.

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. **Academic Qualification:** Advanced university degree (Master's degree or equivalent) in transport planning, economics, engineering or related field. A first-level university degree in combination with additional qualifying professional experience may be accepted in lieu of the advanced university degree
- II. **Years of Experience:** The incumbent shall have at least 7 years of progressive professional experience relevant to the work area.
- III. **Language Requirements:** For the post advertised, fluency in oral and written English is required. Working knowledge of Arabic is an advantage.
- IV. **Job Knowledge and Desirable Skills:** The incumbent shall have professional knowledge and experience in transport research, analysis and/or planning, operations, and transport safety especially as applied to freight transportation particularly by road and railway, and having a good understanding of public administration at ministerial levels. The incumbent shall have experience in drafting documents and reports. Experience in the work environment of a national transport administration or an international organization, and work experience in Saudi Arabia would be of additional advantage.

Professionalism: Ability to contextualize transport infrastructure and freight transport operations including multimodal transport and regulatory interventions within broad economic and sustainable development concepts; ability to conduct independent research on transport sector strategy and planning topics; shows pride in work and in achievements; demonstrates professional competence in his work area; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and

resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- V. **People Skills:** Communication: Speaks and writes clearly and effectively including the drafting of documents and papers, listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Teamwork: Works collaboratively with project staff and MOT officers to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

3. Scope of Work, Responsibilities and Duties

This position is located in the UNDP - Sustainable Road and Transport Management Project at the Ministry of Transport (MOT) of the Kingdom of Saudi Arabia. The expert works within a team of UN experts under the overall supervision of the National Project Coordinator, the Deputy Minister of Transport, and under the direction of related department heads. The expert's main work area is related to public and passenger transport issues and actions of the National Transportation Strategy and of MOT planning activities. In particular the expert assists and facilitates the work of the NTS Follow-up Department for following up the implementation of NTS actions and policies, drafting related report inputs and papers, reviewing reports, and researching and analyzing developments. Tasks of the incumbent include:

- Assist the NTS department in preparing and implementing follow-up actions of the NTS program actions particularly for freight transportation and trade facilitation including related infrastructure;
- Monitor freight transportation developments of Saudi Arabia and the region;
- Draft report inputs for the biannual NTS status report and for other NTS and related reports of MOT;
- Review and analyze NTS issues, policies and actions for the periodical NTS review;
- Assist departments and agencies in planning and implementing NTS program actions, including coordination with related stakeholders;
- Perform any other task including those requested by other departments of MOT.

TERMS OF REFERENCE

Sustainable Road and Transport Management

Post Title: Transport Planner (P-4)

Country: Riyadh, Saudi Arabia

Duration: one year, renewable

Office Name: UNDP Saudi Arabia – Ministry of Transport

1. BACKGROUND:

The Ministry of Transport is responsible for supervising and coordinating the implementation of the National Transportation Strategy (NTS): <https://www.mot.gov.sa/Ar/FutureTransport/Pages/NTS.aspx>.

NTS is a dynamic instrument to strengthen governance and public administration processes while the strategy provides guidance for operation and development of the transport sector. Further, MOT finalized a comprehensive planning manual to improve transport planning activities, and is establishing a transport data statistical system. Against this backdrop the Minister of Transport directed the setting up of the NTS Follow-up Department and instructed MOT departments on the tasks for implementing and follow-up of NTS. Resulting tasks require a high level of coordination among MOT departments and with other government agencies and demand specialized knowledge to support concerned MOT departments. In this regard the expert team of this project provides direct assistance to MOT, and in particular to the NTS Follow-up Department and the Planning Department.

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- IV. **Job Knowledge and Desirable Skills:** The incumbent shall have professional knowledge and experience in transport research, analysis and/or planning especially as applied to transport planning and modeling studies and processes. The incumbent shall have experience in drafting documents and reports. Experience in the work environment of a national transport administration or an international organization, and work experience in Saudi Arabia would be of additional advantage.

Professionalism: Ability to contextualize transport infrastructure and transport operations including multimodal transport within broad economic and sustainable development concepts; ability to conduct independent research on transport infrastructure planning topics; shows pride in work and in achievements; demonstrates professional competence in his work area; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and

resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- V. **People Skills:** Communication: Speaks and writes clearly and effectively including the drafting of documents and papers, listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Teamwork: Works collaboratively with project staff and MOT officers to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

3. Scope of Work, Responsibilities and Duties

This position is located in the UNDP - Sustainable Road and Transport Management Project at the Ministry of Transport (MOT) of the Kingdom of Saudi Arabia. The expert works within a team of UN experts under the overall supervision of the National Project Coordinator, the Deputy Minister of Transport, and under the direction of related department heads. The expert's main work area is related to public and passenger transport issues and actions of the National Transportation Strategy and of MOT planning activities. In particular the expert assists and facilitates the work of the Planning Department, drafting related report inputs and papers, reviewing reports, and researching and analyzing developments. Tasks of the incumbent include:

- Assist the planning department in preparing and implementing transport planning and other related studies, including the national transport infrastructure plan;
- Assist in developing concepts and drafting papers and terms of references related to transportation studies and transport planning actions;
- Assist the department to coordinate consultants and experts contracted for preparation of studies and plans;
- Assist the department in establishing, maintaining, and updating planning tools such as transportation models;
- Perform any other task including those requested by other departments of MOT.

TERMS OF REFERENCE

Sustainable Road and Transport Management

Post Title: Transport Statistics Expert (P-4)

Country: Riyadh, Saudi Arabia

Duration: one year, renewable

Office Name: UNDP Saudi Arabia – Ministry of Transport

1. BACKGROUND:

The Ministry of Transport is responsible for supervising and coordinating the implementation of the National Transportation Strategy (NTS): <https://www.mot.gov.sa/Ar/FutureTransport/Pages/NTS.aspx>.

NTS is a dynamic instrument to strengthen governance and public administration processes while the strategy provides guidance for operation and development of the transport sector. Further, MOT finalized a comprehensive planning manual to improve transport planning activities, and is establishing a transport data statistical system. Against this backdrop the Minister of Transport directed the setting up of the NTS Follow-up Department and instructed MOT departments on the tasks for implementing and follow-up of NTS. Resulting tasks require a high level of coordination among MOT departments and with other government agencies and demand specialized knowledge to support concerned MOT departments. In this regard the expert team of this project provides direct assistance to MOT, and in particular to the NTS Follow-up Department and the Planning Department.

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. **Academic Qualification:** Advanced university degree (Master's degree or equivalent) in transport planning, economics, statistics or related field. A first-level university degree in combination with additional qualifying professional experience may be accepted in lieu of the advanced university degree
- II. **Years of Experience:** The incumbent shall have at least 7 years of progressive professional experience relevant to the work area.
- III. **Language Requirements:** For the post advertised, fluency in oral and written English is required. Working knowledge of Arabic is an advantage.
- IV. **Job Knowledge and Desirable Skills:** The incumbent shall have professional knowledge and experience in research, analysis and / or administration as applied to national transport data and statistics systems. The incumbent shall have experience in drafting documents and reports. Experience in the work environment of a national transport administration or an international organization, and work experience in Saudi Arabia would be of additional advantage.

Professionalism: Ability to contextualize national transport data and statistics systems; ability to conduct independent research on transport data and statistics topics; shows pride in work and in achievements; demonstrates professional competence in his work area; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- V. **People Skills:** Communication: Speaks and writes clearly and effectively including the drafting of documents and papers, listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Teamwork: Works collaboratively with project staff and MOT officers to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

3. Scope of Work, Responsibilities and Duties

This position is located in the UNDP - Sustainable Road and Transport Management Project at the Ministry of Transport (MOT) of the Kingdom of Saudi Arabia. The expert works within a team of UN experts under the overall supervision of the National Project Coordinator, Deputy Minister of Transport, and under the direction of related department heads. The expert's main work area is related to public and passenger transport issues and actions of the National Transportation Strategy and of MOT planning activities. In particular the expert assists and facilitates the work of the Planning Department, drafting related report inputs and papers, reviewing reports, and researching and analyzing developments. Tasks of the incumbent include:

- Assist the planning department in preparing and implementing the transport data and statistical system;
- Assist in developing concepts and drafting papers and terms of references related to the transport data and statistical system;
- Assist the department to coordinate consultants and experts contracted for preparation of studies;
- Prepare analysis and draft report inputs related to transport statistics including regular transport statistics reporting;
- Assist the department in establishing, maintaining, and updating the transport data and statistical database system;
- Perform any other task including those requested by other departments of MOT

TERMS OF REFERENCE

Sustainable Road and Transport Management

Post Title: Civil Engineer – Road Hydrology Expert (P-4)

Country: Riyadh, Saudi Arabia

Duration: one year, renewable

Office Name: UNDP Saudi Arabia – Ministry of Transport

1. BACKGROUND:

The Ministry of Transport is implementing the Sustainable Road and Transport Management Project aiming among others at capacity building for road and transport safety with special focus on the national highway network. In this regard changing climate and weather patterns have increasingly impact on safe design and construction of road ways, where hydrology and storm water drainage issues need to be given special attention to prevent erosion and ensure safe traffic on roads.

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. **Academic Qualification:** Advanced university degree (Master's degree or equivalent) in civil engineering, hydrology, road design, or related field. A first-level university degree in combination with additional qualifying professional experience may be accepted in lieu of the advanced university degree. A PhD degree related to the work is an advantage.
- II. **Years of Experience:** The incumbent shall have at least 10 years of progressive professional experience relevant to the work area.
- III. **Language Requirements:** For the post advertised, fluency in oral and written English is required. Working knowledge of Arabic is an advantage.
- IV. **Job Knowledge and Desirable Skills:** The incumbent shall have professional knowledge and experience related to design of highways, storm water drainage, and hydrology analysis such as collection and evaluation of climatologic data for drainage design purposes. The incumbent shall have experience in preparing reports. Work experience in Saudi Arabia would be of additional advantage.

Professionalism: Ability to understand hydrology and storm water drainage designs as it applies to road way design; ability to perform hydrology and hydraulic design calculations for water flows, drainage systems, culverts, bridge openings, storm water management for roads, erosion and sediment controls; shows pride in work and in achievements; demonstrates professional competence in his work area; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- V. **People Skills:** Teamwork: Works collaboratively with project staff and MOT officers to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

3. Scope of Work, Responsibilities and Duties

This position is located in the UNDP - Sustainable Road and Transport Management Project at the Ministry of Transport (MOT) of the Kingdom of Saudi Arabia. The expert works within a team of UN experts under the overall supervision of the National Project Coordinator, Deputy Minister of Roads, and under the direction of the General Director of the Road Design Department. The expert assists and facilitates the work of the Design Department and the tasks of the incumbent include:

- Hydraulic modelling for drainage structures:
 - Assist the Design Department in reviewing individual watershed areas for drainage structure of existing and new road designs (including culverts, canals and bridges) located along road alignments.
 - Assist the design department to coordinate drainage design activities prepared by design consultants on highway and bridge construction projects
 - Review and analyze designs to include storm water management plan requirements;
- Establish and maintain relations with clients, contractors, and other ministry departments and project stakeholders