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Annex -1-

Terms of Reference (TOR)

For an Assignment Requiring the Services of a National Individual to be engaged through an Individual Contract (National IC)

Project Name: Support the implementation of LPDC Strategic Plan - Phase 1

Reference Number: 00094684

Type of contract: National Individual Consultant

Subject: Professional services of an IT Expert.

A- Project Description

The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian Refugees in Lebanon. This project seeks to strengthen the capacity of the LPDC to implement its strategic Plan (2015-2020) that enables the GoL to set up a comprehensive policy on the Palestinian Refugees issues, on improving their living conditions.

LPDC Project's components include:

1. Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;
2. Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;
3. Capacity of line ministries mandated with Palestine Refugees strengthened;
4. Capacity of LPDC to act as the focal point for national and international partners, on issues regarding Palestinian Refugees in camps and surrounding communities strengthened;
5. Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus building enhanced.

In September 2016, the Council of Ministers decided to implement a National Census of Palestinian refugees based on the proposed framework submitted by the LPDC.

The Census of Palestinians in Lebanon will be carried out jointly by the Central Administration of

Statistics (CAS) and the Palestinian Central Bureau of Statistics (PCBS).

In this context, UNDP is requiring the services of a local IT Expert.

B- Scope of Work

Under the supervision of the Project Manager and in close collaboration with project staff, project partners and stakeholders, the consultant will maintain close coordination over operational as well as technical issues arising from the project's implementation and will undertake the following tasks:

1. Contributes to the formulation of overall policies, procedures, objectives and guidelines affecting the development and maintenance of the census' information systems;
2. Provides advisory services on information management best practices based on needs, workflow, technical architecture and information resources analysis;
3. Evaluates and pilots emerging technologies (including software applications and associated hardware, e.g., document/correspondence management products, databases, online information and data management and retrieval services) to develop strategies for integrating data and information from diverse systems and sources into digital or online information systems;
4. Ensures access to data and information with continuing value by managing the development and application of cataloguing and indexing standards for facilitated retrieval;
5. Manages information security by enforcing security-classification restrictions; facilitates declassification reviews by liaising with records-originating offices; and ensures the physical security and safety of the census' records;
6. Guides, trains and supervises professional and general service staff in the various records information management functions;
7. Ensure the well-functioning and continuing maintenance of the servers and related equipment;
8. Network and Internet connectivity optimization, central management, bandwidth monitoring, etc;
9. Maintain the process of re-cabling at the office;
10. Provide technical expertise, in procurement of equipment and installation of the equipment and software;
11. Provide satisfactory day-to-day ICT support to users in the office.
12. Performs other duties as assigned.

C- Expected Outputs and Deliverables

The Consultant is expected to complete and submit the deliverables, specified in the above section, in 6 months full-time based, starting contract signature, as detailed in the table hereafter.

Outputs / Deliverables	Target Due Dates	Review and Approvals Required
IT expert activities	6 consecutive months, full time basis	Review: Census coordinator Approval: Project Manager

D- Institutional Arrangement

The contractor will liaise with the census coordinator and work under the overall guidance of the UNDP Project Manager.

UNDP will be responsible for providing the contractor with all necessary materials related to the project in a timely thorough and transparent manner. It will be also responsible to provide clarifications and facilitation of the work.

The contractor will rely on his own means of communication and transportation.

E- Duration of Contract

6 months, full basis, starting contract signature.

F- Duty Station

The consultant will be conducting the work at the census offices on daily basis, Beirut.

G- Qualifications Required

The Individual Consultant should possess the following minimum qualifications:

I- Academic Qualifications:

Master's degree or equivalent in Information Sciences, Information Systems or Technology.

II- Years of Experience:

- Minimum 5 years of experience in Information Management Systems or as IT expert, IT Manager.
- Minimum 2 years of experience in programming and developing mobile applications and software.
- Working experience within an International organization is a plus.

III- Competencies:

- Fluency in English and in Arabic.
- Knowledge in CsPro program is a plus.

H- Scope of Price Proposal and Schedule of payments

All proposals must be expressed in daily fee:

- The daily fee must be “all-inclusive¹”;

An IC Time Sheet must be submitted by the Consultant, duly approved by the Project Manager, which shall serve as the basis for the payment of fees.

¹The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal