

Terms of Reference

Description of the assignment (Title of consultancy): Liaison and Coordination Consultant

Project Title: Support to Civil Service Reform and Management capacity of Public Administration, Phase II.

Period of assignment/services: 8 months

1. Background

The UNDP project at the Office of the Minister of State for Administrative Reform (OMSAR) supports civil service reform initiatives that are undertaken by OMSAR to modernize public sector organizations by providing them with the latest management and ICT tools to further improve their service delivery and facilitate the fulfilment of their missions. Moreover, the project also backs up the activities that are funded by international donors to boost the technical and managerial capacity of municipalities and non-government organizations.

Furthermore, the Office of the Minister of State for Administrative Reform (OMSAR) stands as a change catalyst in the public sector of Lebanon with cumulative reform experiences and a long-record of assistance by the UNDP and international donors contribute to the momentum of reform in the country.

Hence, the major outputs of the project are:

1. Governance, accountability and transparency enhanced in the public sector.
2. Capacity of Public administration developed through the adoption of modern techniques and tools.
3. Human resources management modernized and developed.
4. Public services efficiency enhanced and the administration/citizens relationship improved
5. The use of ICT tools enhanced and E-Government portal established
6. Technical and Administrative support provided to ensure the proper execution of awarded contract with the scope of the following specialized projects: Solid Waste, AFKAR and LOGO.
7. OMSAR's institutional reinforcement supported and change management processes established

In this context, UNDP is requiring the services of a Liaison and Coordination Consultant to support the Office of the Minister of State for Administrative Reform in following up on all related issues.

2. Scope of work, responsibilities and description of the proposed analytical work

Under the overall guidance of the Minister of State for Administrative Reform and OMSAR Project Manager, the Liaison and Coordination Consultant will provide technical support to OMSAR and will perform the following tasks:

- Follow-up and report on the necessary procedures for the processing of documents between the minister's office and the Presidency of the Council of Ministers including ministerial correspondences, official information, Act requests, parliamentary questions and reports.
- Implementing mechanisms for follow-up, monitoring and reporting of status and delivery of projects and data as required by the minister.
- Follow-up, advise and report on a notification system for relevant stakeholders of the Minister's approvals and directions to ensure full implementation and compliance.
- Examine and review memos, correspondences and communications documents presented to the minister and submit recommendations.
- Liaise with different parties to submit documents, files and data as requested by the Minister
- Perform other tasks as may be request by the Minister and/or the Project Manager

3. Expected Outputs and deliverables

The consultant will be performing continuous activities under each of the above mentioned tasks throughout the duration of the contract. On monthly basis, a progress report will be submitted by the consultant to reflect the outputs and the activities performed under these tasks.

4. Institutional arrangements

The Consultant will work in close coordination with the UNDP teams at OMSAR, the Governance portfolio and report to the Minister or the UNDP Project Manager at OMSAR.

5. Duration of work

The duration of the consultancy is 8 months.

6. Duty station

The consultancy's duty station will be Beirut, Lebanon and specifically in the Office of the Minister of State for Administrative Reform.

7. Requirements for experience and qualifications

I. Academic Qualifications:

University degree (Bachelor or equivalent) in Public Relations, Business Administration or related field. A Graduate degree (Masters or equivalent) in the same fields is preferred.

Full fluency in Arabic and English. Knowledge of French is a plus.

II. Years of experience:

Minimum five years of relevant experience in management and/or communication. Experience in the Lebanese Public Administration is highly desirable; managing the office of a high level public official with extensive coordination requirements with other public institutions and international organizations is highly preferred.

III. Technical experience:

- Experience in performing audit related duties
- Knowledge in Public Finance
- Interdepartmental communication in relation to top managerial reporting

IIV. Competencies:

- Ability to work under pressure and manage competing deadline.
- Good knowledge of and managerial experience with the Lebanese Public Administration or a well-established para public institution.
- In-depth practical knowledge of inter-disciplinary development issues
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages
- Promotes ethics and integrity, creating organizational precedents
- Knowledge of communication and media and practical media experience