

ANNEX I
Terms of Reference (TOR) for an Individual Contract

A. Project Title

Project Name: Technical Support to the Lebanese Parliament
Project ID: 00077103
Reference Number: [05/2012]
Subject: Recruitment of a Legal Consultant in the Health Sector

B. Project Description

Background

The United Nations Development Programme (UNDP)'s joint project with the Lebanese Parliament supports the efforts of Parliament in achieving its developmental objectives, reinforcing its structures, processes and human resources in order to improve and strengthen its legislative, oversight and representative functions. The joint project also grants special emphasis to support national development goals mentioned in the government statement, mostly those related to the Millennium Development Goals (MDGs).

The UNDP/Lebanese Parliament project, supported and funded by the Global Thematic Programme on Anti-Corruption for Development Effectiveness (PACDE) is implementing a project that tackles corruption in the Education, Health, and Water sectors. This project aims at coping with corruption in the sectors at hand, as pilot entries, which would be replicated to other sectors affected by great levels of corruption in service delivery such as electricity, environment, agriculture, extractive industries, business, judiciary, and others.

Context of the required services

In this framework and that of providing assistance to the Public Health, Labor and Social Affairs parliamentary committee, the general objective of this consultancy is to carry out the following tasks: 1- a comparative study on the role of Parliament and parliamentary committees in improving the health sector in Lebanon and the Arab region and recommendations for Lebanon, 2- a policy reform paper on improving the health sector to be used by the Public Health, Labor and Social Affairs parliamentary committee, 3- a legislative review on the health sector in Lebanon, and 4- an action plan for the parliamentary committee, as per:

- Article 20 of the Lebanese Cabinet's Ministerial Statement (2011) stating the following: "The Lebanese Cabinet's Ministerial Statement (2011)'s article 22 stating: " The government will pursue a health reform plan, including the introduction of medical cards, the improvement of public hospitals and strengthening the role of health institutions in all regions"; and,
- Article 22 of the Lebanese Cabinet's Ministerial Statement (2011) stating the following: "Knowing very well the needs of the administration, this government will continue with the employment mechanism that was used previously in the Parliament, especially for grade A jobs based on competency and qualifications. The government will work to eliminate corruption and strengthen regulatory bodies especially in the Auditing Department and Central Inspection

Department. This government will do this in order to enable them to carry out its mission in terms of accountability, inquiry and monitoring”; and,

- Article 36 of the Lebanese Cabinet’s Ministerial Statement (2011) stating the following: “The government will improve the quality of services in health and social institutions and work on a new measure for nationwide healthcare coverage and social security. It will also take measures to control costs and end waste. The government will improve the work of the National Social Security Fund and intends on passing the law related to retirement and social security after the necessary amendments”; and,
- Article V of the Declaration of Alma Ata stating that “Governments have a responsibility for the health of their people which can be fulfilled only by the provision of adequate health and social measures...”; and,
- Article VIII of the Declaration of Alma Ata stating that “All governments should formulate national policies health care as part of a comprehensive national health system and in coordination with other sectors. To this end, it will be necessary to exercise political will, to mobilize the country’s resources and to use available external resources rationally”; and,
- Article 25 (1) of the Universal Declaration of Human Right emphasizing that “everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control”.

Relevance/purpose of the work required and how it is linked to the project context

The Consultant will assist in the development of the Technical Support to the Lebanese Parliament activities related to its 2nd output (‘The monitoring and Oversight Functions of the Lebanese Parliament Enhanced’) by undertaking a comprehensive mapping of the role of Parliament and parliamentary committees in the health sector in Lebanon, drafting a comparative study on the role of Parliament and parliamentary committees in improving the health sector in Lebanon and the Arab region and recommendations for Lebanon, drafting a policy reform paper on improving the health sector in Lebanon, carrying out a legislative review of all current legislation and setting forth a list of new laws and drafting a detailed action plan for the relevant committee.

Stakeholders for the project activities

The stakeholders for this project include the members of the Public Health, Labor and Social Affairs Parliamentary Committee, relevant line ministries and national and international organizations.

Specific Context

The consultancy’s specific objectives are to launch a constructive national debate on corruption affecting service delivery for the health sector in Lebanon through the mapping of the role of Parliament and parliamentary committees in improving the health sector in Lebanon and come up with recommendations for Lebanon allowing the consultant to draft a policy reform paper to improve the health sector in Lebanon. Based on both findings, the consultant will conduct a legislative review on the Lebanese health sector and finally draft a concrete strategic action plans for the use of the parliamentary committee.

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C. Scope of Work

(i) Tasks

- I. **Task 1: Mapping the role of Parliament and Parliamentary Committees in Lebanon and the Arab Region and recommendations for Lebanon:** The consultant is required to conduct the mapping of the role of Parliament and parliamentary committees in the health sector in Lebanon and mapping existing tools and good and bad practices and providing recommendations as per international Conventions, Treaties and Protocols, pertaining to health, to which Lebanon is a party.
- II. **Task 2: Policy Reform Paper for the Public Health, Labor and Social Affairs Parliamentary Committee:** Based on the recommendations of the mapping, the consultant will draft a policy reform paper on improving the health sector in Lebanon for the Public Health, Labor and Social Affairs parliamentary committee. The policy reform paper will tackle the various areas related to the health sector such as service provision, access to health, pharmaceuticals, food safety, hygiene, insurance and the national social security fund and will provide an assessment of already implemented anti-corruption initiatives (if any) and identify possible linkages, remedies and risks, and finally suggest a strategy.
- III. **Task 3: Legislative Review on Corruption in the health sector in Lebanon:** The consultant will carry out a legislative review of all current Lebanese legislation and set forth a list of new laws to be drafted or current laws to be amended to improve the health sector in Lebanon.
- IV. **Task 4: Action Plan for the Public Health, Labor and Social Affairs Parliamentary Committee:** Based on the policy reform paper, as well as the legal reforms priorities identified, the consultant will draft a detailed action plan to introduce a set of specific activities to be implemented at different levels. The drafting of the action plan, aiming to improve the health sector in Lebanon, should involve different stakeholders and engage them in a constructive dialogue with the Members of committee in 2013. The high impact activities should target beneficiaries in a short time frame. Some examples of activities can relate to awareness raising media campaigning, publications, and other advocacy activities that would allow and when and if necessary encourage Parliamentarians to take concrete anti-corruption measures. Once final, the action plan should be submitted to the parliamentary committee for review. The consultant is responsible for amending the strategy when found necessary by the committee.

(ii) Methodology

During his assignment, the consultant will regularly carry out meetings with all relevant stakeholders such as relevant line ministries, national and international organizations, using a participatory approach.

(iii) References

During the period of assignment, the consultant should refer, but not be limited to, the following sources of information:

- United Nations Convention against Corruption (UNCAC).
- The Lebanese Cabinet's Ministerial Statement (2011).

- UNDP, Fighting Corruption in the Health Sector: Methods, Tools and Good Practice, 2011.
- United Nations, Common Country Assessment-Lebanon, December 2007.
- Declaration of Alma Ata, 1978 adopted at the International Conference on Primary Health Care (PHC).
- Arab Charter on Human Rights, 1997.
- Declaration on the rights of disabled persons, 1975.
- United Nations Convention on the Rights of the Child, 1989.
- The Millennium Development Goals (MDGs) and Lebanon's related reports.
- International Covenant on Economic, Social and cultural rights (ICESCR), 1966.
- Universal Declaration of Human Rights, 1948.
- Other relevant instruments found necessary.

(iv) Final Product:

The following deliverables should be submitted to the Manager of the UNDP/Lebanese Parliament project in Arabic in hard and soft copies:

- Mapping on the role of Parliament and Parliamentary Committees in the health sector in Lebanon and Recommendations for Lebanon.
- Policy Reform Paper on improving the health sector in Lebanon for the Public Health, Labor and Social Affairs Parliamentary Committee.
- Legislative Review on the health sector in Lebanon.
- Action Plan to be adopted by the Public Health, Labor and Social Affairs Parliamentary Committee.

D. Expected Outputs and Deliverables

The consultant will provide the outputs of the 4 tasks described above. This will be based on the following deliverables:

1. Regular briefings to the project manager and the Head of the Parliamentary committee on the process. The timeframe for the scheduling of meetings will be set by the project manager and the Head of the Parliamentary committee within the period of the assignment.
2. A final summary written review report to UNDP (in Arabic) detailing findings and conclusions, in a format and timeframe to be agreed with the project manager.

The review of the output and deliverables will be approved by the project manager and the Head of the Public Health, Labor and Social Affairs Parliamentary Committee who will both confirm acceptance.

The consultant will solely be responsible for the timely delivery and professional quality of his assignment.

The consultant is responsible for any additional personal assistance needed for the completion of his tasks.

The consultant will not publish the product of assignment in any form without prior written consent of UNDP.

E. Institutional Arrangement

The Contractor will be directly supervised by the Technical Support to the Lebanese Parliament's project manager.

The Consultant will work with the Head of the Public Health, Labor and Social Affairs parliamentary committee. The Consultant will be required to attend meetings with stakeholders at the time and place of their convenience. These meetings will take place in Beirut. The Technical Support to the Lebanese Parliament team will be responsible for scheduling meetings. Meetings with partners will be conducted primarily in Arabic.

F. Duration of the Work

The duration of the assignment will be 10 months.

1. Schedule of Implementation

ID	Task Name	Duration (per month)	1	2	3	4	5	6	7	8	9	10
1	Task 1: Mapping the role of Parliament and Parliamentary Committees in Lebanon and the Arab Region and recommendations for Lebanon	Three month after contract signature	X	X	X							
2	Task 2: Policy Reform Paper for the Public Health, Labor and Social Affairs Parliamentary Committee	One month after finishing Task 1				X						
3	Task 3: Legislative Review on the health sector in Lebanon	3 months after finishing Task 2					X	X	X			
4	Task 4: Action Plan for the Public Health, Labor and Social Affairs Parliamentary Committee	Three months after finishing Task 3								X	X	X

G. Duty Station

The Contractor's Duty Station will be in Beirut, Lebanon.

H. Qualifications of the Successful Individual Contractor

The Consultant should possess the following minimum qualifications:

Academic Qualifications:

A graduate degree (Masters or equivalent) in Law, Public Health, Biology, Social Sciences or other relevant discipline.

Experience:

- At least five years of relevant work experience in the area of health and social care.

- Specific experience in policy and programmes related to public health, social care, pharmaceutical companies, food safety, hygiene, insurance ...
- Specific experience in formulating development strategies and policies;
- Substantive knowledge on Public Health, food safety, hygiene demonstrated by publications or relevant work experience.
- Previous experience in consultancies with UN agencies in relevant tasks is preferable

Professional Competencies

1. Knowledge of the role of UNDP and its mission, vision and strategic goals.
2. Ability to demonstrate experience, sensitivity and adaptability on cultural, gender, religion, race, nationality and adaptability.
3. Familiarity with recent development in the topic of public health at the international, regions and national levels.
4. Strong analytical, communication skills, including ability to produce high quality knowledge products.
5. Ability to produce high quality outputs in a timely manner.
6. Ability to consult widely and efficiently while understanding the stakeholders evolving needs.
7. Demonstrated excellent writing and editing skills in Arabic evidenced by published work in addition to working knowledge of the English language.
8. Proficiency in the use of relevant software (Ms Word, PowerPoint, internet search).

I. Scope of Price Proposal and Schedule of Payments

The Price proposal should identify a lump sum amount that must be all-inclusive of all foreseen costs. The payment of fees will be made upon the certification and acceptance of the deliverables received by the project manager as indicated in the TOR.

J. Annexes to the TOR

Prospective consultants are advised to review item *iii- References* in section C above.