

Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy): Office Coordinator

Project Title: Fiscal Policy Advisory and Reform

Period of assignment/services: 5 months

1. Background

The UNDP Project at the Ministry of Finance in Lebanon advises on economic policymaking, fiscal reform and management, and technical assistance through a highly qualified team of professionals. The project consists of four main work streams: economic and legal advisory, tax reforms, customs reforms, and real estate registry reform.

Under the direction guidance of the Minister of Finance and the Project Manager, the Office Coordinator should coordinate with multiple departments inside and outside the Ministry of Finance in order to manage the work flow in the Minister's office while contributing to the capacity building of the staff at the office of the Minister.

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

Task 1: Maps the strategic partners of the MOF. Develops accordingly, a partnership analysis with guidelines to develop and maintain relationships.

Task 2: Develops Standard Operating Procedures for liaison and coordination with other Ministries, public institutions, international counterparts, and stakeholders in general.

Task 3: Establishes operational policies and procedures for the Office of the Minister, and in accordance with international practices to ensure quality, productivity and performance.

Task 4: Establishes and monitors procedures for record keeping and ensures security, integrity and confidentiality of data.

Task 5: Prepares operational reports and schedules to ensure efficiency.

Task 6: Develops a communication strategy for the MOF, mapping media outlets and contacts and suggesting efficient working relationships.

Task 7: Provides advice for main topics to be highlighted in the media and identifies target audiences in coordination with the media experts in the Office of the Minister of Finance.

Task 8: Participates, if relevant to the achievement of the deliverables, in international, regional, and national meetings and seminars, as requested by the Ministry.

3. Expected Outputs and deliverables

In order to complement the accomplishment of the detailed tasks, the Office Coordinator shall deliver the following:

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Deliverable 1: Partnership analysis and guidelines developed	1month after contract signature	Minister of Finance/ Project Manager
Deliverable 2: Standard Operating Procedures developed and submitted. Operational policies and procedures in accordance with international practices established	3 months after contract signature	Minister of Finance/ Project Manager
Deliverable 3: Operational reports and schedules prepared and maintained	4 months after contract signature	Minister of Finance/ Project Manager
Deliverable 4: Communication Strategy for the MOF developed, and media outlets and contacts mapped	5 months after contract signature	Minister of Finance/ Project Manager

4. Institutional arrangements

The Consultant will work directly with the office of the Minister and under the supervision of the UNDP Project Manager, and he/she will liaise and consult with the Administration and UNDP project team leaders, as required.

5. Duration of work

The duration of the consultancy is for 5 months. The starting date is upon contract signature

6. Duty station

The consultant's duty station will be Beirut, Lebanon and specifically at the Office of the Minister of Finance.

7. Requirements for experience and qualifications

I. Academic Qualifications:

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

II. Years of experience:

Minimum five years of relevant experience at the national or international level. Extensive experience in management and/or communication. Experience in the usage of computers and office software packages. Experience with the Lebanese Public Administration and with UN agencies is a plus.

III. Competencies:

- Strong knowledge and managerial experience with the Lebanese Public Administration
- In-depth practical knowledge of inter-disciplinary development issues
- Ability to lead strategic planning, results-based management and reporting
- Focuses on impact and result and responds positively to critical feedback
- Leads teams effectively and shows conflict resolution skills
- Shares knowledge and experience and actively works towards continuing personal learning and development
- Capacity to coordinate between different units and stakeholders
- Promotes ethics and integrity, creating organizational precedents
- Knowledge of communication and media and practical media experience.

8. Scope of Price Proposal and Schedule of Payments

Deliverables/ Outputs	Estimated Duration to Complete	Payment Schedule
Deliverable 1: Partnership analysis and guidelines	1 month after contract signature	30% of the total contract amount upon completion, submission and acceptance of deliverable 1

<p>Deliverable 2:</p> <ul style="list-style-type: none"> • Standard Operating Procedures developed and submitted • Operational policies and procedures in accordance with international practices established 	3 months after contract signature	30% of the total contract amount upon completion, submission and acceptance of deliverable 2
Deliverable 3: Operational reports and schedules prepared and maintained	4 months after contract signature	20% of the total contract amount upon completion, submission and acceptance of deliverable 3
Deliverable 4: Communication Strategy for the MOF developed, and media outlets and contacts mapped	5 months after contract signature	20% of the total contract amount upon completion, submission and acceptance of deliverable 4