

TERMS OF REFERENCE

NATIONAL CONSULTANT – PROJECT OFFICER

1. OBJECTIVES:

The objectives of this consultancy assignment is to provide the operational and programmatic support to National Reconciliation project. The consultant will work in close collaboration with the Programme, Operations, Communications, Procurement, and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex project-related issues and information delivery

2. BACKGROUND:

UNDP has had a long-standing commitment to support Libya in its efforts to strengthen institutions capable of delivering services and responding to the needs of the population. Since the start of the transition, UNDP has supported national efforts at reform working with multiple sectors and partners to realize the objective of successful transition and sustainable human development.

Supported by the United Nations Peacebuilding Fund (PBF), the project “Towards National Reconciliation in Libya” is currently assisting Libyan national and local authorities, civil society and other partners in their effort to promote an inclusive vision for national reconciliation. Through a series of thematic meetings, dialogues and capacity-building activities, it seeks to empower various stakeholders to conceptualize and implement a comprehensive national reconciliation strategy, while also supporting local reconciliation initiatives fostering nationwide peacebuilding.

Functioning in parallel and in support to the political process, under the lead of the Political Division of UNSMIL and with support of UNDP for implementation, the project has managed to remain insulated from attempts to politicize the reconciliation agenda, while also becoming a cornerstone in the UN Action Plan for Libya launched in September 2017. To that extent, the project has proved to be catalytic in generating support for national reconciliation in Libya. In particular, the project’s various local dialogues initiatives have contributed to building a real momentum leading to actual reconciliation agreements being signed in different parts of Libya. There is now need and demand for scaling-up reconciliation at the local level, and various Libyan interlocutors have requested increased support with convening more community-based dialogues while also institutionalizing these reconciliation efforts at the national level.

3. KEY TASKS:

Under the direct supervision of the Project Manager, the consultant will assist in the effective and efficient management of the project through a range of actions contributing to the design, planning, management and monitoring of the activities. The consultant will perform the following duties:

- Provide support in the implementation of project activities in accordance with approved annual work plans;
- Coordinate and facilitate communications between UNDP and key partners and stakeholders;
- Contribute in identifying the capacity building needs with beneficiaries, support the drafting of terms of reference and procurement of goods and services for the project;
- Disseminate work plans to project staff and ensure their full comprehension;
- Draft and provide administrative management and support to all related contractual agreements of the project;
- Assist in the planning and implementation process of all National Reconciliation outputs according to the approved annual work plans;
- Monitor project budget and ensure periodic reporting as per donor agreements, actively support timely donor reporting including financial reporting as per the applicable cost sharing agreements;
- Monitor and update information on budget, other partner agreements and all grants issued by the project;
- Draft and provide administrative management and support in all related contractual agreements of the project;
- Contribute to the production of monthly, quarterly and annual reports and other publicity products;
- Draft regular progress and final reports based on inputs provided by project staff; and prepare other donor and communications briefings; ensure that reports are provided to donors according to UNDP’s contractual obligations.

4. EXPECTED DELIVERABLES

#	Deliverables	Period
1.	Contribute to the day-to-day management of the project activities	Months 1-4
2.	Actively support effective planning, implementation and reporting on project Outputs as per the project approved Annual Work Plan:	Months 1-4
3.	Contribute in ensuring timely reporting to project manager	Months 1-4

5. REQUIRED SKILLS AND EXPERIENCE

Education:

- A Bachelor's degree in administration, management or any other relevant fields.

Experience:

- At least four years of experience in project implementation, reporting, project management, or other relevant area is required.
- At least one year of experience in mediation, reconciliation, youth & women projects.
- Experience in office software packages (MS Word, Excel, etc)
- Additional qualifications in project management such as certifications is an asset.

Language Requirements:

- Fluency in both oral and written English and Arabic is required

6. PAYMENTS

#	Deliverables	Period	Payments
4.	Contribute to the day-to-day management of the project activities	Months 1-4	Payment made upon receipt and approval of monthly report by the project manager
5.	Actively support effective planning, implementation and reporting on project Outputs as per the project approved Annual Work Plan:	Months 1-4	Payment made upon receipt and approval of monthly report by project manager
6.	Contribute in ensuring timely reporting to project manager	Months 1-4	Payment made upon receipt and approval of monthly report by project manager

7. DUTY STATION

- Tripoli, Libya

8. DURATION OF WORK AND DUTY STATION

- Four Months

9. COMPETENCIES

Corporate Competencies:

- Integrity, professionalism and respect for diversity.

Functional Competencies:

- Knowledge of the Libyan context and the current transition would be an advantage;
- Strong communication and interpersonal skills, demonstrated ability to build trust;
- Excellent organizational, team-building and planning skill;
- Demonstrated ability to work effective in team, delivering through and with others.

10. EVALUATION

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>	70	
A Bachelor's degree in administration, management or any other relevant fields	20	
At least four years of experience in project implementation, reporting, project management, or other relevant area is required.	30	
At least one year of experience in mediation, reconciliation, youth & women projects.	10	
Fluency in both oral and written in English and Arabic	10	
<u>Financial (Lower Offer/Offer*100)</u>	30	
<u>Total Score</u>	Technical score 70 + 30 Financial	