

## Annex I - Terms of Reference

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**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Procurement for the services of a Legal Expert

**Project Title:** Sustainable Land Management in the Qaraoun Catchment Project (SLMQ).

**Period of assignment/services:** Up to 30 working days spread out over a period of 10 months but no later than 28 February 2021.

**Is this a LTA (yes/no):** Yes

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### 1. Background

The UNDP Sustainable Land Management in the Qaraoun Catchment (SLMQ) Project aims at embedding sustainability considerations in land use planning and development activities in the Qaraoun Catchment. The project is funded by the Global Environment Facility (GEF) and is implemented in partnership with the Ministry of Environment in Lebanon. The project is intended to reshape land and natural resource management to (i) alleviate land degradation, (ii) maintain existing ecosystem services and (iii) improve livelihoods in the Qaraoun Catchment.

The project objectives will be achieved by developing institutional tools upstream at national level which will provide the Ministry of the Environment (MoE) and the Ministry of Agriculture (MoA) as well as related agencies such as the Council for Development and Reconstruction (CDR), the Ministry of Interior and Municipalities, the Bekaa Governorate, and District Administrations and Municipalities in the districts of Zahle, Rachaya, and West Bekaa with the know-how, means and mechanisms for promoting sustainable land use as in the best interest of the land owners, farmers and communities as well as the nation.

The implementation of the proposed project will have an immediate environmental benefit, through the increased management efficiency of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and riparian strips. It will also contribute to the restoration of natural productivity and conservation of the habitats of various plant and animal species and valuable ecosystems and will secure migratory bird pathways.

It is in this context that the SLMQ project is seeking the services of a legal expert to support the project in the capacity building of the legal judicial actors in matters related to environmental enforcement and more specifically planning-related violations.

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

More particularly, the Consultant will be expected to carry out tasks such as:

1. Review and assess current training practices and curricula at the various levels of the legal/judicial system. Documents are to be collected by the expert, reviewed and analyses for gaps or needed updates with special focus on natural resources management, including but not limited to forest, rangelands, agriculture and related urban planning legislation;
2. Provide a training concept for the various levels of the legal/judicial system tackling urban planning legislation in particular based on identified gaps and bottlenecks encountered in various ruling.
3. Draft trainings material in line with the approved concept (training sessions and lesson plans, seminar presentations, roundtable, etc. depending on audience) and deliver them as needed (minimum of 5 sessions);
4. Support the Project Team as needed in the drafting of updates of legal texts mostly in the form of decisions and decrees related to natural resources management and urban planning.

## **3. Expected Outputs and deliverables**

The consultant is expected to submit one report for each assigned task.

The following deliverables requirements will apply to this agreement:

- Provision period of other required services will be defined in coordination with the project team.
- Deliverables and related man-days will be agreed upon in writing with the Project Manager prior to the initiation of each task

All deliverables should be handed out in two hard copies as well as one soft copy (Word format and Excel format for tables) and a PDF format for web publishing. If relevant, copies of high-resolution maps, research material and graphics should also be handed out to the project management team.

## **4. Payment Terms**

Payment will be made against each deliverable/output (or a package of deliverables/outputs) on pre-agreed workday basis - an IC Time Sheet must be submitted by the Consultant, and duly approved by the Project Manager; this shall serve as the basis for the payment of fees, in addition to the PO raised for each assignment (s).

The UNDP shall effect payments to the Consultant after acceptance by UNDP of the deliverables submitted by the Consultant, and submission of a certificate of payments including the time-sheets. The payment currency of the Contract is **USD**.

## **5. Institutional arrangements**

The Consultant will work under the direct supervision of the Project Manager. During the fulfillment of the tasks under this agreement, the Consultant will ensure regular communication with the project team and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

## **6. Duration of work**

The contract will be on a long-term agreement basis with an expected duration of **10 months (but no later than 28 February 2021)** from date of contract signature with up to **30 working days**.

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## **7. Duty station**

The assignment requires deskwork, research, meetings, fieldwork as well as coordination between the different related entities. The Consultant is expected to consider that he/she will perform the needed work in his/her own premises, using his/her own property and technology, and hold direct responsibility for the quality of delivered outputs.

## **8. Requirements for experience and qualifications**

### I. Academic Qualifications:

Law degree in public administration or related fields

### II. Years of experience:

Minimum 15 years of relevant professional experience;

### III. Technical experience:

- Proven experience in the field of environmental law and planning/real estate law in Lebanon;
- Proven knowledge of the related policies, legal and regulatory frameworks;
- Proven experience working with the public sector;
- Experience working with multilateral organizations and the UN system preferred.

### IIV. Competencies:

- Proficiency in English and Arabic languages. French is an asset;
- Demonstrable analytical skills and report writing skills;
- Excellent proven management and communication skills.

## **9. Scope of Price Proposal and Schedule of Payments**

Payment will be made against each requested and completed task and upon submission of certificate of payment based on work-days, IC time sheets, and deliverables. Submitted documents shall be approved by the Project Manager. Reimbursements will be in an all-inclusive lump sum amount (based on work-day).