

## **Terms of Reference**

**National or International consultants: National**

**Description of the assignment (Title of consultancy): Public Institutions Expert**

**Project Title: Fiscal Policy Advisory and Reform**

**Period of assignment/services: 6 months.**

### **1. Background**

The United Nations Development Programme (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, legal and multilateral advisory, tax reforms, customs reforms, and real estate registry reform.

Under the guidance of the Minister of Finance and the Project Manager, the Public Institutions Expert will support the decision-making process of the Minister in relation to the operational specificities of the Ministry of Finance and the general legislative and administrative context of Lebanese Public Institutions.

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

As such, the **Public Institutions Expert** is required to:

#### **Task 1:**

Advise the Minister of Finance and oversee the preparation of opinions on proposed Ministerial decisions.

#### **Task 2:**

Advise and provide institutional assistance to the Ministry of Finance in presenting and discussing draft laws at parliamentary committees and/or ministerial working groups.

#### **Task 3:**

Coordinate with multiple departments inside and outside the Ministry of Finance and the project to help the Minister's prepare for all decrees, laws, contracts and public sector expenditures within the framework of government and Ministry of Finance institutional framework.

#### **Task 4:**

Review the effectiveness of loan and grant agreements with international and multilateral financial institutions and organizations and bilateral donors.

#### **Task 5:**

Review contracts between the Ministry of Finance and international organizations and/or public institutions.

#### **Task 6:**

Review legal issues (draft laws, agreements, Memorandum of Understandings MOUs) submitted by other ministries to the Council of Ministers.

**Task 8:**

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

In order to complement the accomplishment of the detailed tasks, The **Public Institutions Expert**, shall deliver the following:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
<p><b>Deliverable 1:</b></p> <p>1.1 Legal issues (draft laws, agreements, MOUs, etc) reviewed.</p> <p>1.2 Laws, draft laws and decrees submitted and presented at parliamentary committees and/or ministerial working groups.</p>	<b>2 months after contract signature</b>	Minister of Finance/ Project Manager
Deliverable 2: Report on loan and grant agreements with international and multilateral financial institutions and organizations and bilateral donors submitted	<b>3 months after contract signature</b>	Minister of Finance/ UNDP Project Manager
Deliverable 3: Contracts between the Ministry of Finance and public institutions and international organization reviewed	<b>5 months after contract signature</b>	Minister of Finance/ UNDP Project Manager
Deliverable 4: Advisory and legal role on proposed ministerial decisions provided	<b>6 months after contract signature (this deliverable is provided throughout the contract duration)</b>	Minister of Finance / UNDP 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 6 months. The starting date is upon contract signature noting that the contract's end date cannot exceed end of October 2020.

## **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 Law, Sociology, Public Administration, Business Administration or related field. A Graduate degree (Masters or equivalent) in the same fields is preferred.

### II. Years of experience:

Minimum fifteen years of relevant professional experience at the national level.

Proven experience working with the public sector.

Proven knowledge of the related policies, legal and regulatory frameworks.

Experience working with multilateral organizations and the UN system preferred.

### III. Competencies:

- Demonstrable analytical skills and report writing skills;
- Excellent proven management and communication skills.
- Excellent analytical skills.
- Ability to meet deadlines and prioritize multiple tasks
- In-depth practical knowledge of inter-disciplinary development issues
- Focuses on impact and result and responds positively to critical feedback
- 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

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

<b>Deliverables/ Outputs</b>	<b>Payment Terms</b>
Deliverable 1: 1.1 Legal issues (draft laws, agreements, MOUs, etc) reviewed 1.2 Laws, draft laws and decrees submitted and presented at parliamentary committees and/or ministerial working groups.	<b>30% upon submission and approval of deliverable one</b>
Deliverable 2: Report on loan and grant agreements with international and multilateral financial institutions and organizations and bilateral donors submitted	<b>30% upon submission and approval of deliverable two</b>
Deliverable 3: Contracts between the Ministry of Finance and public institutions and international organization reviewed	<b>20% upon submission and approval of deliverable three</b>
Deliverable 4: Advisory and legal role on proposed ministerial decisions provided	<b>20% upon submission and approval of deliverable four</b>