

Terms of Reference

National or International consultant: National Consultant

Description of the assignment (Title of consultancy): Long-term Agreement - Provision of Expert Services in Anti-Corruption Reforms

Project Title: Anti-Corruption for Trust in Lebanon, ID 00122350

Period of assignment/services: Until end of December 2020

1. Background / Project Description

UNDP launched the Anti-Corruption for Trust in Lebanon Project in June 2020 to enable the adoption and measurable progress in the implementation of an integrated and targeted approach to preventing and combating corruption that is in line with the National Anti-Corruption Strategy (NACS) and Lebanon's commitments under the UN Convention against Corruption (UNCAC), to which Lebanon is a State Party since 2009.

The Project focuses on the achievement of four outputs:

Output 1: Capacity to oversee and monitor national anti-corruption strategy institutionalized and supported

Output 2: Specialized anti-corruption legislations enacted and supported for effective implementation

Output 3: National Anti-Corruption Institution operationalized and strengthened

Output 4: Corruption risk management mechanisms integrated in key vulnerable sectors

Furthermore, the project promotes four cross-cutting themes, as part and parcel of the activities envisioned under the four outputs described above, which are public participation (open and sustained engagement of the public and key stakeholders from civil society, the business community, universities, and professional syndicates in key project activities); gender equality (equal participation of women in project activities, and integration of a gender lens in the analyses conducted and the proposed policies, plans, and legal reforms at the national and local levels as cross-sectoral and sectoral levels); youth empowerment (proactive engagement of Lebanese youths to strengthen their capacities as advocates and watchdogs for anti-corruption); and human rights (promotion of synergies between NACI and the National Human Rights Institution, and emphasis on right to information, due process, and the nexus between sectoral interventions and the rights to health, education, and other development rights).

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

The consultant is expected to complete the following tasks:

- 1) Provide advisory support to the Chairperson of the Technical Committee aiding the Ministerial Anti-Corruption Committee regarding the design and execution of policies, programmes and actions required

to fulfill, and if needed further develop, the mandates of the two referenced committees, and the national anti-corruption strategy;

- 2) Coordinate the development of annual work plans at outcome level, thematic actions plans and sectoral risk management plans in line with the requirements of implementing the national anti-corruption strategy and the decisions of the ministerial anti-corruption committee and its aiding technical committee;
- 3) Collect, and support the generation of, information and data on the state of the implementation of the national anti-corruption strategy, and provide regular quarterly reporting thereon inclusive of key activities and actions taken, progress achieved, key challenges faced and lessons learned for upcoming work;
- 4) Provide advisory support to the Minister of State for Administrative Reform regarding the design and execution of the Ministry's policies, programmes, and actions needed for it to carry out its own roles and responsibilities for the successful implementation of the National Anti-Corruption Strategy and directly related national reform priorities that fall within the mandate of the Ministry;
- 5) Provide technical assistance to the different task teams established in the framework of the National Anti-Corruption Strategy, to implement related priorities, including but not limited to access to information; whistleblower protection; the national anti-corruption institution; and reviewing compliance with international anti-corruption standards;
- 6) Provide advisory support to the Minister of State for Administrative Reform regarding the review and evaluation of past and ongoing public administration reform strategies and initiatives and the formulation of new strategies and initiatives, building on past achievements and lessons learned, and drawing on related international standards and good practices from comparative experiences;
- 7) Conduct policy and legal analysis, on consultation with key stakeholders, to identify existing gaps and reform opportunities in existing laws and regulations related to anti-corruption and public administration in accordance with national needs and priorities and applicable international standards and good practices;
- 8) Provide regulatory and legislative drafting assistance, on consultation with key stakeholders, to contribute to the amendment of existing legal and institutional frameworks, and/or the establishment of new frameworks for the prevention and combating of corruption and the promotion of transparency, accountability and effectiveness in the public sector and its interface with the private sector;
- 9) Regularly monitor and analyze – and provide to UNDP and its various national partners as requested, actionable recommendations based on the findings of – anti-corruption and public administration reform literature produced at the national, regional and international level.

3. Expected Outputs and deliverables

As mentioned in Section 2 “Scope of Work”, the consultant will be responsible of completing the above-mentioned tasks when requested from the project and to submit monthly progress reports including all relevant documents such as annual work plans, thematic action plans, sectoral corruption risk management plans, strategy progress reports, studies, assessments, and activity-specific materials (list of invitees, agendas, reports, minutes of meetings etc.).

Upon need and request, the consultant will complete the deliverable and will provide the project with an invoice that reflects the number of working days and the daily rate to pay accordingly.

4. Institutional arrangements

The Consultant will work with the technical guidance of the Anti-Corruption and Integrity Chief Advisor at the Regional Hub for Arab States and will be directly supervised by the Project Manager.

5. Duration of work

The duration of the assignment will be until 31 December 2020. The total number of working days is 75 and should not exceed 75. Start date is upon contract signature. Contract can be renewed beyond December 2020 based on the project's need and availability of funds.

6. Duty station

The consultant should adopt an office-based modality at the Ministry of State for Administrative Reform premises and if requested by the Project Manager, Duty station will be Beirut / Downtown Lebanon at the project premises if needed.

7. Requirements for experience and qualifications

I. Academic Qualifications:

Bachelor's Degree in Law or Public Administration.

II. Years of experience:

- At least 10 years of directly related experience in legal practice and the public sector;
- A significant track record in anti-corruption and public administration work at the national level; and
- Previous experience in consultancies with international agencies in relevant tasks is preferable.

III. Competencies:

- Cultural, Gender, religion, race, nationality and age sensitivity and adaptability;
- Familiarity with recent development in the topic of anti-corruption and public administration reform at the international, regions and national levels.
- Strong analytical, drafting and communication skills;
- Ability to consult widely and efficiently while understanding the stakeholders evolving needs;
- Fluency in Arabic and English.

8. Scope of Price Proposal and Schedule of Payments

The consultant should submit a financial proposal that reflects the proposed daily rate.

The payment schedule will be based on completion of deliverables. Once the deliverable is submitted and approved by the Project Manager, the consultant should submit an invoice reflecting the deliverable completed and the number of working days.