

Terms of Reference

National or International consultant: National Consultant

Description of the assignment (Title of consultancy): Research Consultant

Project Title: Towards a Joint Engagement for Public Sector Reform in Lebanon

Period of assignment/services: 108 working days spread over a period of 5 months.

1. Background / Project Description

The United Nations Development Programme's Country Office in Lebanon has established a Project Initiation Plan (PIP) to support the Government of Lebanon (GoL) identify public administration reform options that will help strengthen core state functions and advance accountability, transparency, and effectiveness within the public sector. Initially, the PIP will produce civil service policy options, public procurement reform recommendations, and suggestions for improved Internal Audit and Internal Control Systems, based on ongoing conversations with three key oversight institutions, i.e., Central Inspection, Civil Service Board, and the Court of Account.

The inclusive and highly consultative process will ensure that the reform recommendations that result from the ongoing conversation reflect the diverse perspectives and viewpoints of the oversight agencies as well as other expressions of government policy priorities related to public administration reform. Once completed, the reform recommendations will (in close coordination with the international community) be presented to a larger Lebanese stakeholder community to secure buy-in and support. The reform recommendations will be aligned with the Lebanon Crisis Response Plan, the Lebanon Reform, Recovery and Reconstruction Framework, the National Anti-Corruption Strategy, the Ministerial Statement and other significant Lebanese policy priorities.

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

The Research consultant will be responsible to accomplish the following:

- Assist in collecting, compiling, and analyzing data and information on Civil Service Reform, Public Procurement Reform, Internal Audit and Internal Control Systems as well as other core government function and public administration reform related issues.
- Assist in conducting desk review, interviews, data collection and analysis from primary and secondary sources, on public administration functionality at central and local (municipality) levels, including specific reform issues pertaining to public procurement, civil service, internal audit and internal

control systems, to help clarify and determine what pathways towards improved public administrative functionality could look like in the current Lebanese institutional context.

- Assist in preparing relevant summaries, fact sheets, and presentations.
- Assist in organizing meetings, and roundtable discussions
- Attend meetings, record minutes, and ensure follow up; and
- Provide support with other related tasks as and when required.

3. Expected Outputs and deliverables

The research consultant is expected to complete and submit the deliverables as follows:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1: Support the development of a draft plan on Civil Service Reform, Public Procurement Reform, and Internal Audit and Internal Control System Reform	21 days	1 month from contract signature	Technical Advisor on Governance/Governance Programme Manager
Deliverable 2: Support the development of a draft Program Document on Public Administration Reform	87 days	5 months from contract signature	Technical Advisor on Governance/Governance Programme Manager

4. Institutional arrangements

The Consultant will be directly supervised by the Technical Advisor on Governance and the Governance Programme Manager.

5. Duration of work

The duration of the assignment will be for 5 months, total number of working days is 108. Start date is upon contract signature.

6. Duty station

The Consultant will be based at UNDP premises or home based depending on the COVID situation and workload needs.

7. Requirements for experience and qualifications

The consultant should possess the following minimum qualifications:

1. Academic Qualifications:

Bachelor’s Degree in political science, law, public administration, or any other related field.

2. Years of Experience:

- A minimum of 1 year of relevant work experience in research in the fields of governance and public administration in Lebanon;
- Track record in analysis and report development; and
- Experience with UNDP and /or other UN agencies and INGOs.

3. Competencies:

- Excellent editing and writing skills.
- Attention to detail and commitment to high quality standards across all assignments.
- Demonstrated experience in publishing in national and/or international context.
- Fluency in English and in Arabic.
- Good teamwork and interpersonal skills.

8. Scope of Price Proposal and Schedule of Payments

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Payment
Deliverable 1: Support the development of a draft plan on Civil Service Reform, Public Procurement Reform, and Internal Audit and Internal Control System Reform	21 days	1 month from contract signature	19% of the total contract value
Deliverable 2: Support the development of a draft Program Document on Public Administration Reform	87 days	5 months from contract signature	81 % of the total contract value