

Lebanon
Presidency of the Council of Ministers

EMERGENCY NATIONAL POVERTY TARGETING PROGRAM PROJECT

Grant No TF017200
Request for Expressions of Interest # 2

Central Management Unit Director

Proc ref: IC014

The Republic of Lebanon represented by the Presidency of the Council of Ministers has received a Grant (#TF017200) from the IDA– World Bank to Finance the Emergency National Poverty Targeting Program Project, and intends to apply part of the proceeds of this grant to payments under the contract for the post of **Central Management Unit Director**.

The objective of the assignment is to manage the National Poverty Targeting Program Central Management Unit (NPTP CMU) and to organize, supervise and coordinate activities for the implementation of the ENPTPP at the national level. The Terms of Reference of this assignment are attached in Annex A.

The Fiduciary Operations Team under the supervision of the Presidency of the Council of Ministers now invites *Individual Consultants* to indicate their interest in providing these services.

Interested Individual Consultants must provide information indicating that they are qualified to perform the services. Expressions of interest must be in the form of a detailed **CV** sent to the address below by **COB February 18, 2015**.

Once the short-list is finalized, interviews are expected to be conducted in order to finalize the selection process. The best qualified consultant will be invited to submit a financial proposal. Negotiations of the terms of the contract are expected to be conducted in February 2015. Interested eligible consultants for the assignment may obtain further information at the address stated below.

A consultant will be selected in accordance with Individual Consultant selection process and the procedures set out in the World Bank's "Guidelines Selection and Employment of Consultants Under IBRD Loans And IDA Credits & Grants By World Bank Borrowers" dated January 2011.

Interested Individual Consultants may obtain further information at the address stated below. The office hours are from 9:00 AM to 4:00 PM.

Presidency of the Council of Ministers - PCM
Fiduciary Operations Team - FOT
Att: Ms. Nathalie Gebrayel – Procurement Specialist – ENPTP
Grand Serail, Riad EL Solh
Beirut, Lebanon
Tel/Fax : +961-1-971427
Email: ngebrayel@fot-pcm.com

Annex A

TERMS OF REFERENCE

Proc ref: IC014

Central Management Unit Director

The Emergency National Poverty Targeting Program Project
Central Management Unit (CMU)

I. Introduction:

The Government of Lebanon (GOL) has received a US\$8.2 million Grant from the World Bank Trust Fund for Lebanon (TFL) in addition to US\$ 3 million from the United Nations High Commissioner for Refugees (UNHCR), to finance The Emergency National Poverty Targeting Program Project ENPTP. The overall objective of the project is to expand the coverage and enhance the social assistance package of the National Poverty Targeting Program (NPTP) already established in 2011 under the Lebanon Second Emergency Social Protection Implementation Support Project (ESPISPII project).

The Emergency NPTP project consists of two technical components and a fiduciary operations component. Specifically, the components are: (i) administration of the NPTP, (ii) provision of Social Assistance, and (iii) fiduciary Operations.

Program implementation is the responsibility of the NPTP Project Unit in the MOSA and the NPTP Central Management Unit (CMU) at the Presidency of the Council of Ministers (PCM). A fiduciary operations team (FOT), in the PCM, will be responsible for handling all fiduciary aspects of the project.

II. Objectives of the Assignment

The objective of the assignment is to manage the National Poverty Targeting Program Central Management Unit (NPTP CMU) and to organize, supervise and coordinate activities for the implementation of the ENPTPP at the national level.

III. Scope of Work

The Director of the NPTP CMU will report to the Secretary General of the Presidency of the Council of Ministers (PCM). His/her work will also be overseen by a designated person by the President of the Council of Ministers. The Director of the NPTP CMU will manage the NPTP CMU; oversee all aspects of the ENPTPP national roll-out. He/she will be responsible for ensuring the timely preparation of the NPTP CMU work plan, preparation of consolidated work programs, budgets, quarterly and annual progress report, and for follow-up on the implementation of ENPTPP overall activities.

The Director will liaise closely with the FOT in terms of project reporting, procurement, financial management, and results monitoring.

The main duties and responsibilities of the Director of the NPTP CMU are:

- Manage the NPTP CMU;
- Organize, lead, supervise and coordinate all the activities related to the introduction of NPTP and its implementation at the national roll-out;
- Monitor progress in achieving objectives of the NPTP;
- Coordinate the preparation of the Project Report sections related to the NPTP, and undertake regular presentation (under the direction of the Secretary General of the PCM and a designated person by the President of the Council of Ministers) to the Cabinet, MOSA, as well as other partners and stakeholders;

- Work in close cooperation with the Ministry of Social Affairs (MOSA) to ensure smooth functioning and performance of tasks to be performed by the MOSA Social Development Centers;
- Take actions to ensure course corrections, when and if needed;
- Represent the NPTP in various fora and with stakeholders;
- Work in close collaboration with institutional users of the NPTP household registry;
- Protect integrity of the NPTP and ensure timely collection and processing of information and benefits delivery;
- Ensure transparency of the NPTP governance;
- Provide input into and on-going updating of the Project Operational Manual as it relates to NPTP activities;
- Establish annual work plans in coordination with the PCM, and a designated person by the President of the Council of Ministers and the Ministry of Social Affairs (MOSA);
- Coordinate the selection process of staff (short-term and long-term) to be hired for the NPTP under the Project;
- Manage day-to-day operations of human resources recruited under the project for the NPTP, undertake regular performance appraisal for long-term staff;
- Act as main liaison for consultants, firms, and suppliers contracted for the NPTP;
- Act as the counterpart for consultants and firms in terms of review of reports and deliverables;
- Provide input to the FOT for the updates of the ENPTP Procurement Plan
- Liaise closely with the FOT on all aspects of project implementation to ensure adequate reporting, approval of consultant payments, monitoring of activities, and review of budgets and financial management arrangements.

Available Documents: ENPTP Grant Agreement and Emergency Project Paper

IV. Qualifications

Education:

- MS (or higher) in economics, social policy, public policy & administration, or other related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Knowledge & Experience:

- At least 10 years experience in management and coordination in the public or private sector;
- Extensive working knowledge of social sectors issues (poverty, or safety nets, or related);
- At least 5 years experience managing a team of 10 staff or more;
- Experience in leading implementation of large, complex projects;
- Experience working with international donors and organizations;
- Excellent written and verbal communication skills. Ability to interact and communicate effectively and diplomatically with senior government staff at the highest level;
- Ability to engage in substantive technical discussion with all stakeholders;
- Capacity to work under pressure and deliver excellent quality results;
- Excellent knowledge and practical experience using computer software (Word, Excel, PowerPoint, and Project); and
- Fluent in Arabic and English; Fluency in French a big plus.

The candidate should be a person highly regarded for his/her integrity, knowledge, skills and leadership qualities.

V. Reporting and Conditions

The Director of the NPTP CMU will report to the Secretary General of the PCM. He/she will submit quarterly progress report on main accomplishments and results. Performance appraisals will take place annually.

This is a full-time assignment, beginning in March, 2015, for a period of one year, renewable annually, upon satisfactory performance of the Consultant and availability of Funds.