

Lebanon-Presidency of the Council of Ministers
Emergency National Poverty Targeting Program Project – ENPTP
Grant No 017200-TF

Consulting Services
Request for Expressions of Interest
for the Post of IT Specialist for the Central Management Unit (CMU)
Proc. Ref: IC061

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 Commission for Refugees (UNHCR), to finance The Emergency National Poverty Targeting Program Project. 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 Fiduciary Operations Team (FOT) under ENPTP, which is the entity responsible for the coordination of project fiduciary operations, intends to apply part of the proceeds of this grant, for payments under contract to be signed with an Individual Consultant for the post of **IT Specialist-Central Management Unit** under component I-Administration of the NPTP.

Detailed terms of reference for the post indicating expected consultant qualifications and job requirements are posted on the website of the Presidency of the Council of Ministers at the following address: www.pcm.gov.lb, under the section “خدمات /مشاريع ووظائف”.

The Presidency of the Council of Ministers now invites eligible individual consultants to indicate their interest in providing the above services. Interested individual consultants must provide information indicating that they are qualified to perform the services.

The Consultant will be evaluated based on the following criteria:

- Educational Level
- Knowledge of SQL Server
- Ability to install and maintain servers and UPS
- Knowledge of Information systems industry and evolution
- Communication skills
- Analytical and Problem solving skills
- Fluency in Arabic and English. French is a plus.

The expression of interest should be in the form of the candidate’s CV .The CV should be submitted by individual consultants.

Once the short-list is finalized, interviews are expected to be conducted in order to finalize the selection process. Negotiations of the terms of the contract are expected to be conducted in January 2017. Interested eligible individual 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 and Grants by World Bank Borrowers dated January 2011*.

Expressions of interest must be delivered to the e-mail below by COB January 2, 2017.

Presidency of the Council of Ministers - PCM
Fiduciary Operations Team - FOT
Att: Ms. Nathalie Gebrayel – Procurement Specialist – ENPTP
Tel: +961-1-981317 ext: 3511
E-mail: fot@fot-pcm.com

TERMS OF REFERENCE – [IC061]
IT specialist
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 Commission for Refugees (UNHCR), to finance The Emergency National Poverty Targeting Program Project. 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 support the Management Information System of the Central Management Unit (CMU) in charge of the implementation of the National Poverty Targeting Program at the Presidency of Council of Ministers.

III. Scope of Work

The IT specialist will report to the NPTP CMU director.

The main duties and responsibilities of the IT specialist revolving around data and database management are to:

- Implement schemas to replicate MOSA's database into the database at PCM and ensure integrity of the replication;
- Receive from NPTP MOSA Central Unit a copy of the weekly report on the progress of work in the different Social Development Centers (SDCs), describing the data entry updates and issues encountered. The IT specialist will analyze these reports, adding any relevant comments, before submitting them to the NPTP CMU director;
- Import and export data from database in SPSS, Excel, XML, and other forms as needed.
- Manage the CMU's copy of the database in conjunction with the Statistician, such as performing SQL queries and developing data extracts and reports;
- Implement data exchange scheme for cross checking and validation with different ministries
- Implement back-up and recovery of database.
- Handle with proficiency data integrity, data retention, data analysis and data input/output processing and improving SQL code performance efficiency in order to analyze incoming event data and to derive high level intelligence and/or to trigger a response.

- Process weekly data and produce PMT scores.
- Produce data for the statistician to produce GIS maps.

IV. Qualifications and Experience

Education:

- Bachelor's Degree in Computer Science, computer engineering or other related fields; a database management certificate is a plus.

Knowledge & Experience:

- At least 5 years work experience in the public or private sector;
- Knowledge of SQL server and ability to install and maintain servers and UPS
- Updated broad knowledge of the Information Systems industry and evolution;
- Excellent written and verbal communication skills;
- Strong analytical and problem solving skills;
- Fluent in Arabic and English; Fluency in French a big plus.

The candidate should be a person highly regarded for its integrity, knowledge, discretion, skills and his/her sense of initiative.

V. Reporting and Conditions

The IT specialist will report to the Emergency NPTP CMU director. He/she will submit quarterly progress reports on main accomplishments and results.

This is a full-time assignment, expected to start in January 2017, for a period of 8 months, renewable, upon satisfactory performance of the Consultant and availability of Funds.
