

**TERMS OF REFERENCE**  
**Second Emergency Social Protection Implementation Support Project**  
**Ministry of Labor – Policy Advisor / Team Leader**  
**Proc. Ref. – [C137]**

**1. Project Background and Component Objective**

The Government of Lebanon was awarded a grant of US\$6.0 million from the International Development Agency (IDA), the administrator of the Trust Fund for Lebanon (TFL), to finance the Second Emergency Social Protection implementation Support Project (ESPISP II). The objective of the project is to improve the administration, delivery, financial sustainability and targeting of the social services through implementation of new systems and the adoption of new policies in the National Social Security Fund (NSSF), the Ministry of Labor (MOL), the Ministry of Public Health (MOPH), the Ministry of Social Affairs (MOSA), the Ministry of Education and Higher Education (MEHE) and the Presidency of the Council of Ministers (PCM). These systems and policies will improve access to and the quality of social insurance, social safety net, health and public education services, to the Lebanese middle class, and poor and vulnerable populations.

The project is composed of four components covering respectively the reforms of the NSSF and MOL, the reforms of the MOPH, the reforms of the MOSA and the reforms of the MEHE.

The first component aims to improve the capacity of MOL as custodian of the NSSF, to follow up the implementation of the reform plan of the NSSF, National Employment Office and related social insurance policies and programs. In this context, the grant will finance advisory services for the MOL to enable it to adequately play its role specifically with regards to implementation of the NSSF reforms and to improve the quality of labor market policies and services.

Since the introduction of those reforms requires rallying specialized expertise to support the work of the administration and to coordinate between various administrative departments, reform plans, and proposed projects, the Minister of Labor has created a Secretariat in charge of drafting and following-up on the implementation of projects in the various departments of the Ministry of Labor, job markets, and social protection. The secretariat will include specialists in the fields of Management, Economics, Law, Sociology, Information and Informatics and will be financed from the World Bank grant under the second Emergency Social Protection Implementation Support Project (ESPISP II).

Under this component, the MOL intends to apply part of the grant's proceeds allocated to the Ministry to finance payments under the contract for a Policy Advisor / Team Leader who is part of the Secretariat, and who shall directly report to the Minister of Labor.

**2. Minimum Qualifications**

- -MS in political science or related fields in Human Sciences with administrative experience.
- -At least 3 years Experience in Policy advisory and strategic Planning Consultancy in Public and Private Sector.
- -Experience in preparing strategic perceptions, policies implementation, reports, speeches and conferences.
- -Capacity of leading and coordinating Team work.

### **3. Responsibilities**

Responsibilities of the Policy Advisor / Team Leader include the following:

- Helping H.E. Minister of Labor on the implementation of the strategic reform vision
- Coordinate the work of the team members
- Assess the component's progress and its achievements
- Prepare and transfer all the related official correspondence to concerned parties
- Prepare the speeches and lectures on all the issues of Labor and Social Security, the National Employment Office
- Prepare summaries of the files and propose follow-up mechanisms
- Coordinate with the team the meetings and workshops preparations
- Prepare the basic perception of the work plan for each of the members of the team
- Participate in meetings upon the request of the Minister of Labor
- Prepare the monthly, quarterly and annual reports on the work's progress, constraints and achievements of MOL's component
- Coordinates all the related projects concerning the completion of the strategic reforms
- Prepare a scheme for the budget of the proposed projects of reform
- Follow up on the implementation of all assignments under the first component of the Second Emergency Social Protection Implementation Support Project (ESPISP II)
- Liaise closely with the Fiduciary Operations Team (FOT) on all aspects of project implementation to ensure adequate reporting and monitoring of activities.
- Prepare ESPISP II-component 1 monthly report and submit to the Minister of Labor. Communicate the monthly reports with the FOT lead coordinator.
- Prepare the Terms of Reference for the international and national consultants to be recruited under the ESPISP II – component 1.
- Accept reports and deliverables submitted by consultants.
- Apply and update the Project Operational Manual in what relates to MOL/NSSF activities.
- Prepare the component's progress reports