

TERMS OF REFERENCE
Second Emergency Social Protection Implementation Support Project
Ministry of Labor – Senior Business and CIT consultant
Proc. Ref. – [C138]

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 the Senior Business and CIT consultant who is part of the Secretariat and who shall directly report to the Minister of Labor.

2. Minimum Qualifications

- MS in information Technology studies.
- Extensive working knowledge of IT structure based on administration procedures, networking programs.
- At least 5 years experience in preparing informatisation and automation program for private and public institution.
- Experience in preparing and supervising automation's program implementation in private and public sector.

3. Responsibilities

Responsibilities of the IT Consultant include the following:

- Prepare the plan for the automation of the Ministry of Labor, the National Fund for Social Security and the National Employment Office.
- Supervise the work coordination of the IT department in the ministry.
- Prepare a scheme for the websites of the Ministry of Labor, the National Fund for Social Security and the National Employment Office.
- Evaluate the work methodology of the information technology systems in each of these institutions.
- Assess the needs of the equipment and programs required in order to enhance the information technology system.
- Prepare periodic reports on the work's progress and constraints.
- Ensure the accommodation of the IT department and follow up its needs to guarantee effective action.
- Oversees the preparation of electronic forms for all administrative transactions in the three institutions.