

TERMS OF REFERENCE
Second Emergency Social Protection Implementation Support Project
Ministry of Labor – Executive Assistant
Proc. Ref. – [C143]

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.

In this regard, a Strategic Reform Framework is being prepared by the MOL and requires the service of the following consultants: Policy Advisor, Economic Advisors, IT consultant, Legal Advisor, Media and Public Relation Advisor, Executive Assistant and Administrative Assistant.

Under this component, the PCM intends to apply part of the grant's proceeds allocated to the Ministry to finance payments under the contract for an Executive Assistant who is part of the Strategic Reform Framework group of Individual Consultants and who shall directly report to the Minister of Labor.

2. Minimum Qualifications

- BS in Political Science or related in Human Sciences.
- At least 3 years experiences on preparing meetings, minutes of meeting and initiating mechanisms of follow up.

3. Responsibilities

Responsibilities of the Executive Assistant include the following:

- Coordinate and participate in the Minister's meetings with the Strategic Framework Team.
- Prepare meetings summaries and minutes of meetings.
- Organize and maintain Minister's files.