

TERMS OF REFERENCE – [C3-306]

Senior IT specialist

For the National Poverty Targeting Program (NPTP) Central Management Unit (CMU)

I. Introduction:

The Government of Lebanon (GOL) has received a US\$6 million Grant from the World Bank (the Bank), to finance the Second Emergency Social Protection Implementation Support Project (ESPISP II). The overall objective of the project is to improve the administration, delivery, financial sustainability, and targeting of social services through implementation of new systems and the adoption of new policies in the National Social Security Fund (NSSF), Ministry of Labor (MOL), Ministry of Public Health (MOPH), Ministry of Social Affairs (MOSA), and the Ministry of Education and Higher Education (MEHE). ESPISP II will consist of four components.

The third component will support the establishment of a new targeting mechanism for social transfers by implementing the roll-out of the National Poverty Targeting Program for Social Safety Nets.

Fiduciary operations coordination (procurement processing and financial management) will be undertaken by a Fiduciary Operations Team (FOT) hosted at the Presidency of the Council of Ministers (PCM). The FOT will be responsible for managing the procurement process to include: (i) developing and updating the project procurement plan; (ii) advertising; (iii) contract preparation; and (iv) contract payment. Each beneficiary agency will itself be responsible for: (i) identifying needs; (ii) developing activity terms of reference; (iii) short-listing and technical evaluation; (iv) contract signature; (v) contract execution; and (vi) authorization for contract payment.

Overall implementation, monitoring, and evaluation for each component will be undertaken by a designated project implementation team within each beneficiary agency. In the case of Component 3, both MOSA and PCM will be responsible for implementation. To facilitate implementation of the project activities, each agency will designate an experienced Implementation Coordinator (IC) to plan, manage, and monitor implementation for that agency.

II. Objectives of the Assignment

The objective of the assignment is to support the implementation of the National Poverty Targeting Program and to lead the NPTP ICT group who is in charge for the development of the Information and communication technology systems.

III. Scope of Work

The senior IT specialist will report to the NPTP CMU director. He/she will lead and guide the ICT group.

The main duties and responsibilities of the Senior IT specialist are to:

- Liaise with the NPTP CMU director to coordinate all the NPTP implementation and administrative activities;
- Lead, manage and coordinate all the ICT activities;

Presidency of the Council of Ministers
Second Emergency Social Protection Implementation Support Project – ESPIISP II

- Receive reports from the IT staffing at the Social Development Centers (SDC), compile and consolidate in one report to be submitted to the NPTP director periodically;
- Evaluate the deliverables of the ICT members and submit recommendation to the NPTP CMU director accordingly;
- Plan all IT related activities and set their planning in conjunction with the NPTP general implementation plan;
- Collect reports from the IT specialists within the team and proposes system upgrade and enhancement accordingly;
- Develop terms of reference and/or technical specifications for the consultants and/or equipment deemed necessary to be recruited and/or purchased under the project;
- Identify the training needs for the IT staff of the NPTP and the IT staff to be recruited for the support at the SDCs.

IV. Qualifications and Experience

Education:

Advanced University Degree (Masters or equivalent) in computer science, computer engineering 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 6 years work experience in the public or private sector;
- Experience in the IT field, especially in the management of IT teams;
- Excellent written and verbal communication skills;
- Strong analytical and problem solving skills;
- Updated broad knowledge of the Information Systems industry and evolution;
- Capacity to communicate with, and undertake technical presentations and discussions in front of decision makers and senior government officials; and
- 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 leadership qualities.

V. Reporting and Conditions

The Senior IT specialist will report to the NPTP CMU director. 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 on or about July 1, 2010, for a period of one year, renewable annually.
