

## Terms of Reference

### Strengthening Fiscal Governance Project (SFG1)

Project Assistant

“Proc Ref. IC 004”

#### 1. Project Background

The ministry of Finance is implementing a new project under the title of “Strengthening Fiscal Governance”, for a continuous support to Public Financial Management (PFM) reforms in Lebanon. The project is funded through a loan by the International Bank of Reconstruction and Development (IBRD). The implementation period will cover FY17 – FY22. The development objective of “Strengthening Fiscal Governance” Project (SFG1) is to improve fiscal policy analysis, budget transparency, effective cash management, enhancing public debt management, reviewing and expanding MoF e-services, and reforming public procurement.

The project provides technical support to the Ministry of Finance in four main areas:

- Component One: “**Functional Review of the Ministry of Finance and Capacity Building**” has four sub-components as follows:
  - 1.1- Reviewing the Functions of the MoF-DG Finance
  - 1.2- Strengthening Capacity Building at MoF-DG Finance
  - 1.3- Implementing the Learning Plan
  - 1.4- Project Management and Reform Coordination
- Component Two: “**Macro-Fiscal Analysis and Budget Management**” has three sub-components as follows:
  - 2.1- Enhancing Macro-Fiscal Analysis Capacity
  - 2.2- Publishing and Implementing Budget Preparation Guidelines
  - 2.3- Improving Citizen Access to Budget Information
- Component Three: “**Strengthening Accounting, Cash Management and Public Debt Management**” has three sub-components as follows:
  - 3.1- Strengthening Accounting and Financial Reporting
  - 3.2- Making Cash Management more Effective
  - 3.3- Enhancing Public Debt Management
- Component Four: “**Developing Internal Audit, MoF E-Services and Public Procurement**” has three sub-components as follows:
  - 4.1- Developing Internal Audit
  - 4.2- Reviewing and Expanding MoF E-Services
  - 4.3- Reforming Public Procurement

The Ministry of Finance, as the loan recipient, is the primary responsible for overseeing project implementation and ensuring the Bank's guidelines and procedures are adhered to (primarily fiduciary aspects (procurement management, financial management, monitoring and evaluation (M&E), and reporting to the World Bank and other relevant agencies. To facilitate this day-to-day Project implementation, a dedicated Project Management Unit (PMU) has been established within the Directorate General of Finance (DGF). The legally binding terms and conditions of the SFG1 Loan are in the legal Agreement.

## **2. Scope of Work**

The **Project Assistant** shall assist the PMU staff in their daily tasks and shall report directly to the PMU Manager and will be responsible of the following:

- Serves as primary initial contact for all official communications, including internal and external telephone, facsimile, international and domestic courier or postal and other communication media.
- Establishes and maintains appropriate record keeping systems for all personnel matters, including employment agreements, timesheets, performance evaluations, annual and sick leave,
- Establishes and maintains an orderly filing system for record keeping of all official project documents and communications (Backup filing for all staff).
- Provide support to international and national consultants in the implementation of their tasks for the achievements of project results. (communication, contracts, agenda, visas, hotel reservation, etc..)
- Organizes and coordinates the efficient conduct of all project-related workshops, conferences, seminars, or similar events.
- Establishes and maintains a database of official contacts for the project.
- Provides assistance in data entry & data quality for the Project MIS.
- Prepare minutes of weekly meeting or other potential meetings.
- Sets up appointments, arranges meetings for staff.
- Register, report & follow up on routine IT problems
- Prepare orders for & distribute office stationery & supplies as required
- Under the supervision of, and as requested by the Financial Officer, keep up-to-date, in a regular manner, financial documents (accounting records and books) and the detailed accounting of each expenditure category, component and subcomponent;
- Undertake other assignments that the Project Manager may deem necessary.

## **3. Period of Performance**

The contract closing date will be on December 31, 2020. (renewable)

#### **4. Qualifications, Skills and Experience**

The Project Assistant is expected to have the following essential skills and experience:

##### **Education**

- Secondary school certificate is required and first level University Degree in relevant fields is desirable in administration, management and other substantive area is an asset.
- Additional qualification in project management is highly considered.

##### **Experience**

- At least Two years of experience in administrative work, project management, or other relevant area is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc..)

##### **Languages**

- Fluent in both oral and written English and Arabic is a must