**Terms of reference   
and technical Specifications**

1. **General information**

**Project name:** Supporting progress in key areas of public administration reform in Lebanon

**Donor:** European Union

**Implementing agency:**  Expertise France

**Beneficiaries:** Civil Service Board, Public Procurement Authority, Court of Audit, Central Inspection Board, and the National Anti-Corruption Commission

**Assignment name:** Contracting of a Senior Legal Expert for updating a conflict-of-interest report and reviewing a legal mapping of conflict-of-interest laws

**Duration of the assignment:** 12 consultancy days over a 3-month period

**Assignment location:** Beirut, Lebanon

**Job title:** Legal expert

**Contact person:** [lebanon.procurement@expertisefrance.fr](https://d.docs.live.net/dc0e9acde637c31a/Desktop/RAP/COL%20Legal%20Expert/lebanon.procurement@expertisefrance.fr)

1. **Context and justification of the need**

Expertise France (EF) is a public agency created on the 1st of January 2015, and it has joined AFD Group as of January 1, 2022. EF offers program engineering and technical assistance by developing and implementing international cooperation actions worldwide. Expertise France is the French public agency for international technical assistance.

**Project**: Supporting progress in key areas of public administration reform in Lebanon

Since 2019, Lebanon has been facing one of the worst economic crises globally since the mid-nineteenth century according to the World Bank, with 2 major events intensifying its impact, the COVID-19 pandemic and the Beirut port explosion in 2020. As the financial and economic situation unfolds, the downfall can be seen in all of the country’s aspects, from the availability of state services to the functioning of public administrations. Understanding the extent of this downfall requires an overview of several key facts that could represent Lebanon’s new reality.

Lebanon has also been facing political and economic crises for several years. The country has a complex political system that is based on power-sharing arrangements among its religious sects. However, this system has led to political gridlock, corruption, and a lack of accountability, which has resulted in a deteriorating economic situation and social unrest. The political deadlock in Lebanon refers to the ongoing inability of the country's political leaders to form a functioning government. This deadlock has been repetitive and has always persisted for multiple months and sometimes years.

The country’s worsening context has severe consequences on all sectors, with Lebanese public administrations being the most affected due to the reduction of available public funds. This has affected the core of public services and the basic functioning of administrations.

**Needs justification**

Lebanon lacks a solid, unified and effective legal system that can combat conflict of interest in both the public and private sector. An effective conflict of interest system is a cornerstone in preventing corruption and fostering a culture of integrity, which is one of the main outcomes of the National Anti-Corruption Strategy 2020-2025, and of the United Nations Convention Against Corruption (UNCAC) which Lebanon has signed.

Under the previous Anti-Corruption and Transparency (ACT) project, funded by the European Union, a conflict-of-interest report was drafted following a legal mapping of Lebanese conflict of interest laws and regulations. However, since the publication of this report a few years ago, new laws and practices have emerged in Lebanon, especially regarding the National Anti-Corruption Commission and Public Procurement. One of the components of the current project is to support oversight bodies in strengthening accountability through reinforcing their roles. This will mainly include the National Anti-Corruption Commission, the Public Procurement Authority, and the Civil Service Board. However, it could also touch the Central Inspection and the Court of Accounts. As such, the expert will support the mentioned bodies in technical assistance on conflict of interest, which includes an introduction to the Lebanese legal framework as well as recommendations through workshops and presentations.

The legal expertise required will mainly center around revising the conflict-of-interest report and amending its content, but will also aim to advise on its design and dissemination to contribute to raising awareness among public administrations and the public.

1. **Objectives and desired results**
   1. **General objective**

The objective of the assignment is to review the conflict-of-interest report and update its content, while also contributing to the strategy of its dissemination. The legal expert will play a pivotal role in identifying key areas for improvement, adding new concepts for combatting conflict of interest, identifying key stakeholders for dissemination, and advising on its publication methods and formats.

* 1. **Specific objectives**

1. Collaborate with the component manager to develop a comprehensive work plan for updating the report, outlining timelines, deliverables, and strategies.
2. Revise the conflict-of-interest report through desk research and/or stakeholder interviews and amending it.
3. Lead on the dissemination strategy which includes workshops, animation of sessions, and selecting the target audience for dissemination and publication.
   1. **Anticipated results**

Through this legal expertise, the project should thereafter be fully able to support the National Anti-Corruption Commission (NACC), the Public Procurement Authority (PPA), the Civil Service Board (CSB), the Court of Accounts (CoA), and the Central Inspection (CI) in implementing the recommendations of the conflict-of-interest report, to ultimately be able to perform its mandate to its full extent and sensitize the public on this important phenomenon.

1. **Description of the Expert's mission and Deliverables**

**1) Activities**

1. **Revision and Analysis:** Conduct thorough legal research to pinpoint areas that require revision and updates in the conflict-of-interest report. Proposing potential new areas of research.
2. **Dissemination Planning:** Develop strategies for disseminating the report, including target audience, mode of presentation, workshop topics, and speakers.
3. **Animation of workshops:** Conduct workshops on conflict-of-interest prevention, enforcement, and the role of oversight bodies.

**2) Deliverables:**

* Monthly progress report
* End of December: An up-to-date conflict-of-interest report, which includes a legal mapping, an assessment of the current legal gaps, and recommendations of the different provisions relating to conflict of interest in Lebanon, along with the role of the NACC, PPA, CSB, CoA, and CI in this regard.
* Workshops to disseminate the content of the report, involving public stakeholders and civil society.

1. **Place, duration, and terms of performance.**
   1. Hybrid with office visits and meetings depending on needs.

The engagement of the legal expert will be for a period of 3 months, with the possibility of extension based on project requirements and performance evaluations. The expert will work in hybrid mode remotely/onsite at Expertise France premises and collaborate with Expertise France and their partners on conducting assignments.

* 1. Start date1/11/2024
  2. End date: 1/2/2025

1. **Qualifications and Expertise**
   1. **Number of experts per assignment:** 1
   2. **Profile of the designated expert(s) responsible for contract execution**

Qualifications and skills:

* Master’s degree or PhD in Law or equivalent.
* 10 years of proven experience in the field of legal research and analysis, legal reform, public policy, etc.
* Previous experience working with the public sector.
* Previous experience working in governance, transparency, and anti-corruption.
* Fluent in Arabic and English, French is a plus.
* Ability to work effectively in a multicultural/multinational environment.
* Excellent planning and reporting skills.

1. **How to apply**

Interested applicants must submit their applications to [lebanon.procurement@expertisefrance.fr](https://d.docs.live.net/dc0e9acde637c31a/Desktop/RAP/COL%20Legal%20Expert/lebanon.procurement@expertisefrance.fr)

The application must include:

### For Companies

* Annex I – complete Legal entity form including MOF registration and VAT number.
* Annex II – complete financial identification form.
* Financial Offer (detailing the daily rate for 12 Consultancy days).
* A portfolio of similar experiences.
* Signed copy of the terms of reference.
* Copy of ID/Passport of the expert and owners.

### For Individuals (freelance consultants)

* + Annex II – Complete financial identification form.
* Financial Offer (detailing the daily rate for 12 Consultancy days).
  + MOF registration number.
  + A portfolio of similar experiences.
* Signed copy of the terms of reference.
* Copy of ID/Passport of the expert.

**Submission deadline**

All proposals must be submitted no later than October 17th, 2024.