# Terms of Reference: Municipal Basic Service Delivery National Expert

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| **Position description**  |
| **Function** | Municipal Service Delivery Expert to provide MASAR Service Delivery Projects’ Operation & Maintenance plans & budget estimates.  |
| **Activity name & number as per project Action Plan** | **VNG-I*** DEA 2-4
* AR 2/3

**ACCD*** QA 3
* ME 2

**PCPM*** DU2/3
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| **Assignment background** | MASAR for Local Governments is a programme funded by the EU MADAD trust fund. The programme aims to strengthen the long-term resilience of targeted subnational governments and their host, refugee and IDP populations to deal with displacement. Subnational governments in Iraq and Lebanon have been the first to be confronted by the repercussions of the Syrian refugee crisis: increased pressure on local services, competition for local employment opportunities, eroding social cohesion, faster urbanisation trends, rent-seeking behaviour and inflation due to externally injected funds in the local economy, and so forth. MASAR for Local Governments, therefore, focuses on the urban setting, which is the background of displacement, investment, employment, and service delivery processes. Displacement has a fast-forward effect on urbanisation and dramatically affects the relationships of cities and towns with their more rural surroundings. In **Lebanon,** the programme aims to help the governorates of Baalbek-Hermel, Akkar, the coastal plain north of Tripoli and their unions of municipalities to deal with accelerated urbanisation caused by the crisis. MASAR has three Specific Objectives (SOs):* SO1: To improve the capacities of subnational governments to engage in **holistic, area-based planning** and consider different scenarios that respond to the needs of the host, refugee and IDP populations.
* SO2: To improve **service delivery** to generate greater social stability outcomes based on the needs of the host, refugee and IDP populations.
* SO3: To empower subnational governments and service providers to facilitate **local economic development** and to have better access to **municipal investment** that benefits the extension of safe public services and creates economic opportunities for the host, refugee and IDP populations.
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| **Assignment specification** | The MASAR Project has assisted the Union of Municipalities (UoM) and Municipalities in the design and construction of basic service delivery-related infrastructure works and staff capacity development. To facilitate the sustainability of these service delivery projects, this assignment aims to provide the UoMs with operation & maintenance plans, staffing and annual/five years budget cost estimatesThis MASAR-Lebanon-wide inventory of Operation & maintenance inventory cost estimates will focus, but not necessarily limits itself, on the following SO2 service delivery projects:***Menieh and Oussat & Sahel el Qaytaa*** *Solid Waste Collection (QA3)*Over the last years, Qaytaa Union municipalities have been individually working on a solid-waste collection to reduce the high cost of collection. To reduce the collection cost, ACCD has supported the Union in developing an integrated solid waste collection master plan, including guidelines and public feedback mechanism.*Road Safety (ME2)*The Menieh UoM has assisted in identifying and improving selective road-safety black spots. In support, a capacity-building program was held for the municipal police, supported by an awareness campaign for local schools and NGOs.***Dreib Unions****Wastewater treatment (DU2)*PCPM is working with the three Dreib Unions on an extension of the Qoubaiyat wastewater network to Qatlabe, as well as a proposal for feasible improvements to the wastewater treatment plant’s technology*Road safety (DU3)*Road safety works are implemented on five intersections and two roads in the municipalities of Charbila, Tleil, Kweshra, Kobayat and Andaket. This was supported by municipal police training in road-safety surveillance and first-aid responses. ***Deir el Ahmar (DEA 2/3)****Hill Lakes (DEA2)*VNG International has assisted the Union of Deir el Ahmar (UoDEA) in upgrading the Btedhaii & Beshwat hill-lakes through the provision of (i) pipelines to connect them to wells and the irrigation network, (ii) filters to improve the water quality while avoiding clogging of the irrigation systems, and (iii) water meters to regulate and rationalise the use of water.*Solid-Waste collection (DEA3)*UoDEA has been assisted in its Solid-Waste collection through (i) the provision of sorting bins, (ii) the design of a GIS-based collection schedule, and (iii) an awareness campaign.***Arsal*** *Crises Management (AR2)*Arsal municipality has been supported in drafting a crisis management plan focusing on residential fire & flooding and providing two first responders teams with essential fire-fighter tools. *Solid-Waste collection (AR3)*The distribution of bins, the design of a waste-collection plan and awareness building cover an area of 10,000 citizens and refugees.  |
| **Assignment background materials** | * Government relevant strategies and regulatory frameworks, e.g., Solid Waste Management Strategy of the Ministry of Environment.
* Union/Municipalities Profiles.
* MASAR Annual & Quarterly progress reports & technical reference documents
* GIS & Union Technical Units progress and end reports.
* MASAR Demonstration project feasibility, technical and activity reports & workshops.
* Pilot project fiches.
* Others
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| **Aim of this assignment** | An assessment of MASAR-assisted service delivery projects:* Relevant Union/Municipality regulatory framework, operation & maintenance guidelines, and budget directives.
* Present and (minimal required) organisational & staffing arrangements.
* Providing Operational & Maintenance plans.
* Annual & five years Operational & Maintenance cost budget estimates.
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| **Key Expert Responsibilities** | The selected Expert is responsible for:* Analyses of Union/Municipal & relevant sector agencies (E.g., water establishment regulatory framework, tasks & responsibilities)
* Assessment of Union basic service-related organisation set-up & staffing minimal requirements
* Design and/or Validate MASAR service delivery projects, operations & maintenance plans,
* Assessment/Validation of (minimum) Staffing requirements, Operational & Maintenance budget cost estimates
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| **Main activities** | The main activities of the Expert are:1. Identify & Describe Union/Municipal mandated operation & maintenance regulatory framework, including relevant laws & regulations, planning & budget directives (Estimated 3 WDs)
2. Identify & describe Union/Municipal basic service delivery operation & maintenance best practices (Estimated 2 WDs).
3. Desk-study of Lebanon demonstration service delivery project relevant documents (refer to background documents/partners) (Estimated 3 WDs).
4. Validate/provide an estimate of MASAR service project annual and five-yearly Operation & maintenance cost (Estimated 2 WDs).
5. Conduct Union validation meetings with Union/Municipal budget officers and management (5 WDs).
6. Prepare a consolidated final report & PowerPoint, including policy recommendations (5 WDs).
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| **Outputs / Deliverables** | The Expert will provide VNG International with the following outputs/deliverables:A&B; Progress Report on subnational government Union/Municipality service delivery regulatory framework, stipulating (minimum) tasks and responsibilities as well as best practicesC&D; Progress Report of MASAR supported service delivery project specific minimum organisational set-up & staffing requirements and annual and five yearly operation & maintenance budget cost estimatesE: Union validation meeting reportsF: Draft (for validation) and Final report & PowerPoint, including policy recommendations |
| **Reporting requirements** | The Expert will work under the direct supervision of:* Service Delivery (SO2) thematic Coordinator
* VNG International’s Front Officer,
* MASAR team leader

The expert will weekly report to the Front Officer (s) based on the templates provided. |
| **Minimum qualifications** | The minimum qualifications and skills for this assignment: Academic Qualifications: * minimum master’s degree in a relevant field such as basic service delivery, planning & budgeting and relevant fields

Experience:* A minimum of 10 years of relevant working experience
* Knowledge of municipal settings and, more precisely, Lebanese municipalities
* Proficiency in English is a requirement,
* Excellent computer skills (Microsoft Office: Word, PowerPoint, Excel);
* Excellent report writing skills.
* Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
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| **Terms and Conditions** |
| **Period of the assignment** | A maximum of 20 working daysPeriod of implementation: from August 15 till the end of September 2022  |
| **Location of the Assignment** | Beirut, Lebanon |
| **Relevant contact details** | Rachid Otaki (Thematic Coordinator): rachid.otaki@masar.nlMalaz Kawas (Front Officer VNG International): malazkawas@masar.nl |