

# Project - Towards An Open Government System In Lebanon

## Terms of Reference

Senior Research Expert to identify main issues and weaknesses in the implementation of  
Fiscal transparency in Lebanon

### I. Reference Organization:

Lebanese Foundation for Permanent Civil Peace (LFPCP)

### II. BACKGROUND:

**Towards An Open Government System In Lebanon project** is co-Implemented by The Lebanese Foundation for Permanent Civil Peace (LFPCP) and NDI, and funded by US Department of State.

**Our Project aims to:** a) **Expand and formalize broad-based civil society organization (CSO) coalitions to identify necessary reforms to promote and protect civic space.** b) **Promote collaboration between civil society and government stakeholders to support actions that lead to greater transparency and accountability,** c) **Support civil society and government stakeholders with the implementation of recommendations on open government policies and initiatives.**

The Lebanese Access to Information Law, Law No. 28 of 2017, is the first legal instrument in the country that obligates state administrations to publish financial and administrative data, and the first to allow its citizens to request information from the state.

Our Role is to encourage Lebanese Citizens to express and participate in achieving transparency and full access to public information and to be a part of pursuing the implementation of Lebanese Access to Information Law (ATIL) and ensuring its sustainability to enhance government transparency. We encourage Citizens to use their right to know and acknowledge youth as a changing, renewing and driving power in society. The Right to information is the key to participating and contributing to decision making.

### III. OBJECTIVE AND SCOPE OF WORK

The principle objective of the assignment is to conduct a research study through collecting data and information on the main issues and weaknesses of the implementation of fiscal transparency and ATIL. Mainly on, the **municipalities willingness to the openness and transparency; mainly; on the fiscal transparency. The study will highlight the knowledge of the selected**

**villages vs. municipalities about the new law on access to information and the municipalities' willingness to Timely publication of essential budget documents.** This task will be conducted by a senior researcher targeting a number of around 20 citizens per village in 3 villages of North-Lebanon and 3 villages in Mount-Lebanon. **The research process includes several tasks – listed in Section IV - that will lead to a general study explaining how Fiscal Transparency and ATIL is being implemented in the selected 6 villages and what are the obstacles holding it back according to the local youth activists and Civil Society Organizations' representatives.**

The researcher will work hand-in-hand with LFPCP project team and under the supervision of the Project Director to conduct and draft the research. LFPCP will keep close follow up and support for the expert to finalize and come up with concrete and very good results.

#### **IV. METHODOLOGY**

The researcher will apply the following methodology:

- Conduct Desk Review/Literature Review of relevant documentation related to fiscal transparency, ATIL, transparency and accountability on the local level.
- Conduct Key Informant Interviews, and/or One-to-One Interviews, and/or Focus Group Discussions, and/or Quantitative Surveys, with the ability to collaborate with target beneficiaries, to assess the youth awareness regarding their political rights and identify their contribution to the promotion of good governance at the local level. (Note that we are just looking for a simple but deep study to survey 20 persons on each of the six target villages).
- Conduct Data entry and analysis on main citizens needs in relevance with fiscal transparency and ATIL, the key problems and opportunities, in addition to the type and frequency of the accessible information.
- Develop a research report that clearly exposes the findings, propose practical solutions and give conclusions based on available evidence.

The selected researcher will work with the project team on the details of the final research report.

#### **V. TASKS TO BE PERFORMED**

Task 1: Conduct Desk Review/Literature Review of relevant documentation related to fiscal transparency, and ATIL, transparency and accountability on the local level, while exploring Key Topics that are essential to address Citizens needs and rights

The documentation includes:

- ∠ Relevant reports or documents and research studies
- ∠ Published articles or interviews with the target beneficiaries
- ∠ Videos, documentaries and any other visuals produced on the matter

Task 2: Develop Questionnaires and/or conduct Key Informant Interviews, and/or One-to-One Interviews, and/or Focus Group Discussions, and/or Quantitative Surveys by:

- ∠ Collecting background information on target beneficiaries
- ∠ Defining the criteria of selection for the interviewees
- ∠ Defining relevant open and closed questions
- ∠ Set-up a plan to conduct the data collection on the field and/or online

The Questionnaire to be approved by LFPCP before using it.

**Task 3:** Conduct Data entry and analysis

The researchers, and based on the data collection conducted in Task 1 and Task 2, shall operate a meticulous data entry process followed by a deep analysis of the findings.

This particular task includes

- ∠ Listing viewpoints of stakeholders
- ∠ Determining Citizens and Youth understanding of fiscal transparency.
- ∠ Assessing Youth awareness of their political rights.
- ∠ Listing challenges or any other aspect to be addressed throughout the project
- ∠ Providing tools and introducing ways for the citizens and youth to practice their right to Access to information,
- ∠ Identifying obstacles and opportunities

**Task 4:** Develop and Finalize the research report and keep a record of all documents reviewed.

The researcher will come up with a list of practical suggestions, in addition to conclusions and recommendations that will help the project team to plan for the advocacy phase and adopt the findings.

**Task 5:** Submit and present the research report.

At the end of the research phase, the selected researcher will present the report to LFPCP and NDI.

The report shall include several annexes:

- ∠ List of the relevant documentation reviewed during the desk review process and used in the development of the content
- ∠ List of interviewed people
- ∠ List of the criteria of selection used in the data collection process
- ∠ Methodology that was used to draft the research report

**Task 6:** Conduct any additional relevant tasks as required by the job.

**VI. DELIVERABLES**

The outputs of this job mission are expected to be:

- ✓ Final Research report that includes an executive summary, a clear table of content, all the findings related to the main and key challenges and opportunities related to fiscal transparency and the implementation of the ATIL in general, in addition to the Youth concerns on the matter. The report mentions as well the conclusions and recommendations

that support the project objective and advocacy phase and contains several annexes listed in the Task 5.

- ✓ Surveys, questionnaires and interviews documentations.
- ✓ Pre-existing data research and New Data research records and documented findings. (if applicable)

## **VII. TIMELINE**

The assignment is expected to happen during around 2 to 3 months period, starting on the 19<sup>th</sup> of February 2022 and ends on around the 30 of March 2022. (The exact time frame will be determined by the selected researcher).

## **VIII. SKILLS AND COMPETENCES**

### Qualifications:

- ⇒ Master's Degree in Social Sciences, Law, Political Studies or any equivalent subject relevant to the assignment.
- ⇒ Excellent writing and verbal communication skills in English and Arabic.
- ⇒ Ability to write concise, readable and analytical.
- ⇒ Ability to work on the field and communicate directly with target beneficiaries of young age.
- ⇒ Ability to work within tight deadlines.

### General Experience:

- ⇒ Minimum 8 years of working experience in implementing research methodologies including quantitative and qualitative data collection methods as Focus Groups Discussions (FGD) and Key Informant Interviews (KII), data analysis and report writing.

### Specific Experience:

- ⇒ Minimum 5 years of working experience in fields related to civil society organizations and/ or university professor in law, political studies, human rights and/ or civil society issues.
- ⇒ Good Knowledge on the mechanism and work of municipalities is preferable.
- ⇒ Good Understanding of Lebanese Laws, specifically the fiscal transparency and Access to Information Law.

## **IX. HOW TO APPLY:**

Applicants should have a proven, long-standing experience in Research, data collection and data analysis and a proficient level of Arabic and English.

LFPCP is committed to equal opportunities and diversity of perspective at the work, regardless of gender, social background or personal situation.

Interested candidates shall send their: 1) updated CV, including list of previous working experience, 2) Motivation Letter, and 3) Sample of at least one work done in similar context (in English) 4) list of proposed expected deliverables/outputs to this email: [info@lfpcp.org](mailto:info@lfpcp.org)

The deadline of submission of the application is February 18, 2022 at 5:00 pm.

Only shortlisted candidates will be contacted.