Request Form and Terms of Reference for Third Party Consultant

Description of the assignment (Title of consultancy): SCE Admin Assistant

National or International consultant: National consultancy

Project Title: LEAPS

Period of assignment/services: 10 months (total of 180 working days without exceeding 18 working days per month).

1. BACKGROUND

UNDP Lebanese Electoral Assistance and Parliament Support Project (LEAPS) has the main objective to promote democracy and human rights in Lebanon through the conduct of transparent, free and inclusive national and local elections, technical assistance to legal framework reforms and parliamentary processes as well as an important crosscutting component focused on electoral reforms and innovations, political participation and gender equality. Through a multi-component approach, the project has the intended outcomes of providing technical assistance and support in the following key electoral areas: 1) support to the electoral management and administration, **2) support to the campaign supervision and electoral monitoring**, 3) enhanced electoral dispute resolution process, 4) promoting the adoption of key electoral reforms leading to enhanced participation, inclusion, and transparency, and 5) institutional support to the parliament.

The 2026 parliamentary elections will mark the conclusion of the current Parliament's term and represent a pivotal moment for Lebanon's democratic trajectory. These elections carry particular significance for the country's democratic practices, offering an opportunity to advance electoral integrity and governance reforms.

The Supervisory Commission for Elections (SCE) in Lebanon primarily focuses on monitoring electoral campaigns to ensure fairness and transparency. It observes candidates' campaign activities, oversees media coverage to guarantee equal access and prevent bias, and monitors campaign spending to ensure compliance with legal limits. Through this monitoring role, the SCE helps detect violations of electoral laws and reports them to the relevant authorities, contributing to the integrity of the electoral process.

Within this context, the UNDP LEAPS will support the SCE in recruiting an Admin Assistant to strengthen **coordination, documentation, and administrative reporting functions** during the 2026 electoral cycle. The Admin Assistant will be responsible for core administrative duties, including organizing meetings and drafting minutes, preparing documentation, supporting events, maintaining filing systems, managing office supplies, and compiling data and reports.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the general supervision of the UNDP Rule of Law CTA and Governance Advisor or their designated representative(s), and in close coordination with the President of the SCE, the Admin Assistant will support coordination, documentation, and administrative follow-up functions. The Admin Assistant will be responsible for the following:

Task 1: Coordination and Administrative Support

- Coordinate and schedule meetings, appointments, and internal/external engagements.
- Prepare agendas, draft minutes, and follow up on agreed action points.
- Support the organization of workshops, conferences, and official events, including coordination with participants.
- Liaise with internal units and external counterparts on administrative matters.

Task 2: Documentation and Filing Management

- Establish, maintain, and update organized physical and digital filing systems.
- Prepare, format, and consolidate briefing notes, background documents, and correspondence.
- Ensure proper archiving of documents in line with SCE standards and confidentiality requirements.

Task 3: Reporting and Administrative Follow-Up

- Compile administrative inputs, summaries, and supporting materials for internal reports.
- Track deadlines and follow up on pending actions to ensure timely completion.
- Coordinate the collection of inputs from team members and conduct basic quality checks

Task 4: Office Administration Support

- Oversee office supplies inventory and ensure timely replenishment.
- Coordinate basic administrative logistics and support the smooth functioning of the SCE office.
- Perform other administrative duties as required.

3. EXPECTED OUTPUTS AND DELIVERABLES

The Consultant is expected to complete the above tasks and activities noting that the total duration should not exceed 10 months (total of 180 working days without exceeding 18 working days per month).

4. INSTITUTIONAL ARRANGEMENTS

- With day-to-day management by SCE president or mandated representative(s) from the team.
- UNDP will be responsible for providing the contractor with all necessary materials related to the project in a timely thorough and transparent manner. UNDP will be also responsible to provide clarifications and facilitation of the work.
- Day to Day transportation from home to office (& vice versa) shall be covered by the Consultant's own means. The Consultant will rely on his own means of communication and transportation.

5. DURATION OF WORK

The assigned duration for this consultancy is 10 months.
The mission is expected to commence on the 16th of February 2026, and to be completed by the 10th of December 2026.
The time needed to review/ comment/ approve deliverables and outputs is (5) five working days.

6. DUTY STATION

The SCE Admin Assistant will be based in Beirut in the UNESCO building and be reporting to the President of the SCE.

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications and Years of experience:

- High School with minimum 2 years of Experience. Experience in administrative or operational support roles, preferably within public institutions or electoral bodies.

- A minimum of 2 years of experience in organizing meetings, maintaining filing systems, preparing administrative documentation, and supporting logistical arrangements.

II. Other Assets:

a. Excellent organizational skills and strong attention to detail.
b. Ability to manage time effectively and follow up on tasks and deadlines.
c. Excellent written and spoken Arabic; proficiency in French or English is required.
d. Excellent interpersonal and communication skills, with professionalism and discretion.
e. Ability to self-motivate and work independently, as well as collaboratively within a team.
f. Experience in data collection, entry, and maintenance, including familiarity with database management tools (e.g., MS Access), is an asset.

8. RECOMMENDED PRESENTATION OF OFFER

The offer of the Consultant shall include:

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number);
- **Passport/ID**

9. SALARY

Category D. The Consultant shall be compensated for services rendered with the ToR with a monthly rate of USD 1,116 per month, based on allocation of 18 working days per month (62$/day).

10. Medical Insurance and Personal Accident Insurance

The selected candidate must be covered by valid medical and personal accident insurance for the duration of the assignment. Insurance may be provided by the individual or by the company, with any related costs deducted from the candidate's remuneration, as applicable.

11. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

I. Academic Qualifications and Years of experience (Minimum Shortlisting Criteria):

a. At least a High School certificate. A Bachelor's degree in management, business administration, or a related field is an asset
b. A minimum 2 years of experience in administrative or operational support roles, preferably within public institutions or electoral bodies.
c. A minimum of 2 years of experience in organizing meetings, maintaining filing systems, preparing administrative documentation, and supporting logistical arrangements.

II. Selection Criteria :

The award of the Contract shall be made to the candidate who receives the highest score out of the following criteria:

Criteria	***Weight***	***Max. Point***
Technical Competence	*Min 70%*	*100*

Criteria A: Academic qualifications At least a High School certificate. A Bachelor's degree in management, business administration, or a related field is an asset. (Max 30 points) ● No certificate: 0 points ● *High School Certificate: 21 points* ● *Bachelor's degree: 30 points*		*30*
Criteria B: Years of relevant experience in the field A minimum of 2 years of experience in administrative or operational support roles, preferably within public institutions or electoral bodies. (Max 25 points) ● *Less than 2 years' experience: 0 points* ● *2 Years' experience: 17.5 points* ● *More than 2 Years' experience: 25 points*		*25*
Criteria C: Years of relevant experience in the field A minimum of 2 years of experience in organizing meetings, maintaining filing systems, preparing administrative documentation, and supporting logistical arrangements. (Max 25 points) ● *Less than 2 years' experience: 0 points* ● *2 Years' experience: 17.5 points* ● *More than 2 Years' experience: 25 points*		*25*
Criteria D: Other Qualifications Proficiency in Microsoft Office applications (Word, Excel, PowerPoint), with ability to manage data, records, and documentation accurately. (Max 20 points) ● *No demonstrated proficiency in Microsoft Office: 0 points* ● *Basic proficiency in at least one Microsoft Office application: 14 points* ● *Proficiency in multiple Microsoft Office applications with regular use in previous roles: 20 points*		20

12. PAYMENT TERMS

The consultant shall be paid upon completion of monthly assignment, and upon submission and approval of the monthly timesheet. **All applicable taxes, insurance, and related statutory fees shall be borne by and deducted from the consultant's fees.**