

# Request Form and Terms of Reference for Third Party Consultant

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**Description of the assignment (Title of consultancy):** SCE Office Clerk

**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).

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## 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 Office Clerk to provide routine clerical and administrative execution support during the electoral cycle. The Office Clerk will support routine office functions, including assisting with scheduling and basic meeting arrangements, preparing and handling documents, supporting event logistics, maintaining filing and archiving systems, monitoring office supplies, and carrying out data entry and clerical reporting tasks as needed.

## 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 Office Clerk will perform routine clerical tasks:

### Task 1: Clerical and Logistical Support

- Perform routine administrative tasks such as photocopying, scanning, printing, and document distribution.

- Support logistical arrangements for meetings and events (room setup, materials preparation).
- Receive visitors, handle basic inquiries, and direct requests appropriately

#### **Task 2: Filing, Records, and Data Entry**

- Maintain organized physical and digital filing systems.
- File, retrieve, label, and archive documents according to SCE procedures.
- Perform data entry and update registers, logs, and tracking lists accurately.

#### **Task 3: Accreditation Processing Support**

- Receive and organize accreditation documentation for observers, media, and visitors.
- Enter applicant data into the accreditation system and maintain updated records.
- Support printing, sorting, and distribution of accreditation badges.
- Follow up on missing documentation and support peak-period accreditation activities.

#### **Task 4: Clerical Follow-Up**

- Accurate filing and document tracking systems.
- Timely processing of accreditation requests and clerical records.
- Updated logs and registers supporting SCE operations.

### **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 16<sup>th</sup> of February 2026, and to be completed by the 10<sup>th</sup> of December 2026.

The time needed to review/ comment/ approve deliverables and outputs is (5) five working days.

### **6. DUTY STATION**

The SCE Office Clerk 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 providing office support functions, including filing, data entry, document handling, reception duties, or general clerical work, preferably within public institutions and electoral management bodies.

-A minimum of 2 years of experience in managing documents and files, maintaining records, and performing routine clerical tasks accurately and efficiently

**II. Other Assets**

- a. Strong organizational skills and attention to detail.
- b. Ability to handle multiple routine tasks and maintain accuracy under time constraints.
- c. Good written and spoken Arabic; working knowledge of French or English is preferable.
- d. Ability to work collaboratively within a team as well as independently with minimal supervision.
- e. High level of reliability, discretion, and respect for confidentiality in handling documents and information.
- f. Experience in maintaining databases, logging documents, or supporting data entry is an asset.
- g. Familiarity with administrative procedures within public sector or international organizations is an advantage.

**8. RECOMMENDED PRESENTATION OF OFFER**

The offer of the Consultant shall include:

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

**9. SALARY**

**Category D. The Consultant shall be compensated for services rendered with the ToR with a monthly rate of USD 900 per month, based on allocation of 18 working days per month (50\$/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.
- b. A minimum of 2 years' experience in providing office support functions, including filing, data entry, document handling, reception duties, or general clerical work, preferably within public institutions and electoral management bodies.
- c. A minimum of 2 years of experience in managing documents and files, maintaining records, and performing routine clerical tasks accurately and efficiently.

**II. Selection Criteria :**

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

| <b>Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Weight</b> | <b>Max. Point</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <u>Technical Competence</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Min 70%       | 100               |
| <b>Criteria A: Academic qualifications</b><br><br>At least a High School certificate. (Max 30 points) <ul style="list-style-type: none"> <li>• No certificate: 0 points</li> <li>• <i>High School Certificate: 30 points</i></li> </ul>                                                                                                                                                                                                                                                                                                        |               | 30                |
| <b>Criteria B: Years of relevant experience in the field</b><br><br>A minimum of 2 years' experience in providing office support functions, including filing, data entry, document handling, reception duties, or general clerical work, preferably within public institutions or electoral management bodies (Max 25 points) <ul style="list-style-type: none"> <li>• <i>Less than 2 years' experience: 0 points</i></li> <li>• <i>2 Years' experience: 17.5 points</i></li> <li>• <i>More than 2 Years' experience: 25 points</i></li> </ul> |               | 25                |
| <b>Criteria C: Years of relevant experience in the field</b><br><br>A minimum of 2 years of experience in managing documents and files, maintaining records, and performing routine clerical tasks accurately and efficiently (Max 25 points) <ul style="list-style-type: none"> <li>• <i>Less than 2 years' experience: 0 points</i></li> <li>• <i>2 Years' experience: 17.5 points</i></li> <li>• <i>More than 2 Years' experience: 25 points</i></li> </ul>                                                                                 |               | 25                |
| <b>Criteria D: Other Qualifications</b><br><br>Ability to operate basic office equipment such as printers, scanners, and photocopiers. (Max 20 points) <ul style="list-style-type: none"> <li>• No demonstrated ability: 0 points</li> <li>• Basic ability to operate one type of office equipment: 7 points</li> <li>• Strong and regular use of office equipment in previous clerical roles: 20 points</li> </ul>                                                                                                                            |               | 20                |

## 12. PAYMENT TERMS

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

