

APPENDIX 7

Sample terms of reference for independent experts

SSA: Independent expert

Location:

Duration:

Start date:

Scope of work

To assist in coordinating and facilitating the implementation of the assessment of [name of agency/region], [name of agency or contracting agency if other] is looking for an independent expert.

Specifically, the expert will perform the following tasks:

- Provide substantive advice and support to [name of agency]
- Ensure necessary logistical preparations and follow-up, including organization of meetings with stakeholders to address operational and substantive issues as they arise and address needs in a timely manner
- Strategically manage partnerships and cooperation between the assessment implementation team and the agency stakeholders
- Ensure a gender perspective throughout all steps of the self-assessment, from the formal mapping to the analysis and dissemination of results
- Produce periodic updates on the implementation of the project
- Assist [name of agency] in implementing the formal mapping and agency staff and target group surveys (i.e. customize the sample questionnaires, identify enumerators, identify training facilities for enumerators, monitor the collection of data)
- Analyse data and draft a preliminary report
- Organize and conduct a stakeholder workshop to collect feedback on the preliminary report
- Draft a final report and assist dissemination activities.

Required competencies

The selected candidate should have a good understanding of the issues and challenges associated with both public administration and reform of the rule of law,

ideally with hands-on experience and skills in the implementation, management and coordination of related programmes. Experience with a national government entity and/or international agency working in [name of country/region/city] is important.

It would also be useful if the selected candidate has a good understanding of gender issues and prior experience of integrating a gender perspective in similar research.

In addition, the independent expert should have a mix of operational and managerial competencies that will enable him/her to perform well in this challenging post and produce high-quality outputs. He/she should have:

- a good understanding of the political nature and of the possible sensitivity around public administration reform and rule of law issues in [name of country/region/city], and the capacity to operate diplomatically and sensitively with the various national stakeholders;
- a demonstrated ability to research and analyse complex programming issues related to public administration and the rule of law, and the ability to work in a process-oriented manner;
- excellent organizational and planning capacity, with good time and task management skills; and
- an effective ability to interpret and define alternative solutions to emerging challenges and issues.

Required education and experience

- Master's degree or equivalent in Law, Economics, Social Sciences, Human Rights, Gender Studies, International Development, Public Policy, Public Administration or a closely related field
- At least 10 years of professional experience, including at least seven years of substantive experience on issues related to public administration and/or rule of law reforms
- A proven track record of working effectively with national governments, civil society, international organizations and other stakeholders
- Excellent written and oral communication skills in English, and native-level knowledge of [official language].

Candidates affiliated with an academic or research institution in [name of country] are also encouraged to apply.