



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

<b>Job Title:</b>	<b>Legal Consultant to the National Elections Commission</b>
<b>Contract Type:</b>	<b>National</b>
<b>Reports to:</b>	<b>NEC Head of Hearing Section</b>
<b>Duty Station:</b>	<b>Monrovia, Liberia</b>
<b>Duration of Contract:</b>	<b>3 Months</b>
<b>Contract start date:</b>	<b>Oct. 15</b>

### II. Organisational Context

As NEC prepares for the Special Senatorial Elections and Constitutional Referendum on December 8, 2020, critical challenges need to be overcome to ensure that the elections are credible, transparent, inclusive, and peaceful. NEC's legal capacity and capacity of its relevant sections and departments have improved during the past processes, including through the UNDP and other partners' support and training. Nevertheless, full capacity yet remains to be built. As such, NEC continues facing challenges in dealing with legal matters that arise from the electoral process.

A key recommendation from the 2017 elections observers' reports called for strengthening the capacity of the legal and hearing sections to avoid legal lapses and irregularities observed during the 2017 elections. These recommendations also mirror in the NEC 2018 – 2024 Strategic Plan that commits to legal offices' long-term capacity development. Therefore, NEC is seeking a national Legal Specialist (Consultant) to support the legal and hearing teams of NEC during the electoral process and to represent NEC at the Supreme Court.

### III. Scope of Work/Duties and Responsibilities

Under the direct supervision of the NEC Hearing and legal Sections, the National Legal Advisor(s) shall perform the following:

- Work closely with NEC HQ and Magisterial Offices to advise on legal matters and election related complaints;
- Build capacity of NEC Magisterial Offices in the matter of complaints and legal tracking system (cascade training, Training of Trainers, on-the-job training);
- Alert NEC and UNDP of any possible legal and complaints issues resulting from the electoral process;
- Assist the NEC in its long-term capacity building efforts;
- Prepare Legal memorandum on legal issue before the NEC;
- Support NEC in preparing cases and legal representation in election matters on appeal

before the Supreme Court of Liberia;

- Assist the NEC to interpret, review and act on all challenges and appeals in front of the Supreme Court of Liberia; prepare organize and submit case files to the Supreme Court;
- Represent NEC in the Supreme Court cases;
- Perform other related duties as directed by the CTA, International Legal/EDR Consultant, and NEC.

#### IV. Deliverables

Deliverable	Due date	Payment
All regulatory provisions related to elections are reviewed against regional and international standards, and where needed revised and updated. Election magistrate training manual and procedures are reviewed and recommendations drafted. Compendium of NEC Legal and Regulatory Framework is compiled and made available to the NEC, decision-makers, and electoral stakeholders.	15 November	40%
Complaints are resolved in a timely manner and in line with the national law and international standards and best practices. Legal memorandums prepared for cases in front of NEC during the electoral process. Case briefs submitted to the Supreme Court by NEC. Representation at the Supreme Court Hearings ensured.	15 December	35%
Complaints are resolved in a timely manner and in line with the national law and international standards and best practices. Legal memorandums prepared for cases in front of NEC during the electoral process. Case briefs submitted to the Supreme Court by NEC. Representation at the Supreme Court Hearings ensured.	15 January	35%

Payments are subject to submission of regular reports by the Consultant, duly approved and certified by the National Elections Commission, UNDP Chief Technical Adviser for the Election Project and UNDP Project Management and Support Unit.

#### V. Impact of Results

The consultancy is designed to mitigate legal challenges during the 2020 elections and build the capacity of NEC's legal and hearing offices and electoral stakeholders. It is expected to also mitigate electoral violence through the promotion of legal ways to resolve electoral disputes.

#### VI. Recruitment Qualifications

**Education:**

Advanced Degree in Law

**Required skills and experience:**

A minimum of five (5) years of experience practicing law in Liberia

The successful applicant must be a member of the Supreme Court Bar of Liberia (Counselor of Law)

Experience in drafting legal opinions and briefs for the Supreme Court is required

Experience in drafting or reviewing laws and regulations and specific experience in EDR is an asset

United Nations experience or positions in similar international organisation is an asset

**Competencies:**

- Strong organizational, analytical and writing skills;
- Ability to work strategically to realize organizational goal;
- Result oriented, strong team player with good interpersonal and organizational skills;
- Ability to work independently and under pressure and to meet deadlines;
- Ability to handle multiple tasks without compromising the quality of work.

This TOR is prepared by:  
Signature: \_\_\_\_\_

*Anthony K. Sengbe*  
07-10-2020

Anthony K. Sengbe  
Executive Director NEC  
Elections

Signature: \_\_\_\_\_

*Lenka Homolkova*

Lenka Homolkova  
UNDP Chief Technical Adviser -  
01-10-2020

This TOR is cleared by:

Signature: \_\_\_\_\_

*James Monibah*

08-oct-2020

James Monibah  
UNDP Governance Team leader

This ToR is Approved by:

Signature: \_\_\_\_\_

08-oct-2020

*Violet Baffour*

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UNDP Deputy Resident Representative, Programmes