



NIRA
NATIONAL IDENTIFICATION &
REGISTRATION AUTHORITY
HAY'ADDA AQOONSIGA IYO DIIWAANGELINTA QARANKA

Job Description	
Organization:	National Identification and Registration Authority
Position Title:	Institutional Development Advisor
Reports to:	Director General
Duty Station:	National Identification and Registration Authority (NIRA), Mogadishu
Name of the Project	Somalia Capacity Advancement, Livelihood and Entrepreneurship, through Digital Uplift Project (SCALED-UP)
Project ID	P168115
Duration	12 months renewable upon performance

TERMS OF REFERENCE FOR INSTITUTIONAL DEVELOPMENT ADVISOR

Background:

The National Identification and Registration Authority (NIRA) is a Government Agency in Somalia, first established in 2020, with the aim of creating and maintaining the national identification system. NIRA is, inter alia, responsible for registering citizens and residents and for providing them with secure and verifiable credentials, including a unique identification number and a national identity card. It also serves as a trusted provider of identity verification and authentication services, promoting the use of the foundational identification system. With the establishment of NIRA Somalia, the government is committed to providing a reliable and efficient identification system that will enable individuals to access services and participate in the development of the country.

The Federal Government of Somalia is implementing the World Bank-financed Somalia Capacity Advancement, Livelihood and Entrepreneurship, through Digital Uplift Project (SCALED-UP) and intends to use part of the proceeds to hire an **Institutional Development Advisor** (Individual Consultant) for the National Identification and Registration Authority.

Objective:

The Institutional Development Advisor will play a key role in supporting the National identification and Registration Authority (NIRA), Somalia in strengthening its institutional

capacity and effectiveness, reviewing and analyzing functions within NIRA. The advisor will focus on enhancing organizational structures, processes, and systems to enable NIRA to achieve its objectives, missions, and goals efficiently and effectively. The advisor will provide strategic guidance, technical expertise, and practical recommendations to foster institutional development and ensure NIRA's long-term sustainability and success. NIRA is actively recruiting Institutional Development Advisor based in Mogadishu, Somalia.

Scope of Work:

Under the overall guidance from NIRA's Director General, the responsibilities of the Institutional Development Advisor position will include but not limited to the following:

1. Responsibilities:

The Institutional Development Advisor will undertake the following key responsibilities:

- Conduct a comprehensive assessment of NIRA's organizational structure, governance mechanisms, and operational processes to identify strengths, weaknesses, and areas for improvement.
- Develop and implement an institutional development plan that aligns with NIRA's objectives, missions, and strategic planning. The plan should address key areas such as governance, leadership, human resources, functional reviews, and operational systems.
- Provide guidance and support in the establishment and enhancement of effective governance mechanisms, including the development of policies, procedures, and decision-making frameworks.
- Assist in designing and implementing capacity building initiatives for NIRA staff, including training programs, workshops, and knowledge sharing sessions, to enhance their skills, knowledge, and capabilities.
- Advise on the development and implementation of performance management systems and processes, including performance evaluation frameworks, key performance indicators (KPIs), and monitoring mechanisms in collaboration with HR department.
- Support the development and implementation of effective human resources management practices, including recruitment, talent management, career development, and succession planning.
- Conduct research and analysis on emerging issues related to institutional development and identity management, including technology trends, regulatory frameworks, and data protection.
- Collaborate with relevant stakeholders, both internal and external, to foster partnerships and synergies that support NIRA's institutional development objectives.
- Lead on institutional and Capacity Assessment
- Monitor and evaluate the progress of institutional development initiatives, identify challenges, and propose corrective measures or adjustments as needed.
- Provide regular reports, presentation and updates on the status, progress, and impact of institutional development efforts to NIRA's leadership and relevant stakeholders.

2. Qualifications and Experience

The candidates should have the following desired qualifications:

- Master's degree in Development Studies, Organizational Development, Business Administration, Public Administration, or a related field.
- At least 7 years of relevant experience in Institutional Development, strategic planning, and program management, preferably in a government or public sector organization.
- Strong knowledge of organizational development principles, practices, and methodologies.
- Familiarity with governance mechanisms, human resources management, functional reviews, and operational systems.
- Familiarity with good practices and trends related to identification systems.
- Excellent analytical, problem-solving, communication, and interpersonal skills.
- Proven track record of successfully implementing institutional development projects or initiatives.
- Strong organizational and project management skills.
- Fluency in English and Somali languages (both written and spoken).

Deliverables:

- Comprehensive assessment report of NIRA's organizational structure, governance mechanisms, and operational processes, highlighting strengths, weaknesses, and recommendations for improvement.
- Institutional development plan aligned with NIRA's objectives, missions, and goals, including strategies, action plans, and key performance indicators.
- Governance mechanisms and policies developed and implemented to enhance organizational effectiveness and decision-making processes.
- Capacity building initiatives designed and implemented, including training programs, workshops, and knowledge sharing sessions for NIRA staff.
- Performance management systems and processes developed and implemented, including performance evaluation frameworks and monitoring mechanisms.
- Human resources management practices and processes enhanced, including recruitment, talent management, career development, and succession planning.
- Partnerships and synergies fostered with relevant stakeholders to support NIRA's institutional development objectives.
- Conduct comprehensive research and analysis on emerging issues pertinent to institutional development and identity management, including a thorough examination of technology trends, regulatory frameworks, and data protection practices.
- Lead the institutional and capacity assessment, providing an in-depth analysis of NIRA's overall institutional capacity and effectiveness. This assessment will inform future development initiatives and strategic decision-making.
- Monitoring and evaluation framework established, progress of institutional development initiatives monitored, and corrective measures proposed as needed.

- Regular reports, presentations and updates provided on the status, progress, and impact of institutional development efforts to NIRA's leadership and relevant stakeholders.