



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

Organization: National Identification and Registration Authority (NIRA)
Position: Project Liaison Officer – FP
Location: Mogadishu
Reporting to: Director General
Contract 12 months renewable upon performance
Duration

TERMS OF REFERENCE FOR PROJECT LIASSON OFFICER (FOCAL POINT)

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 a Project Liaison Officer (Focal Point) (Individual Advisor) for the National Identification and Registration Authority.

Objective:

The Project Liaison Officer (Focal Point) will provide coordination support on the national ID between NIRA, the World Bank, and the SCALED-UP PIU as well as consultants – both individuals and firms – hired under the SCALED-UP Project, with the

aim of ensuring seamless communication and effective implementation of ID system. In addition, the Project Liaison Officer will contribute to strengthen NIRA's monitoring, evaluation, and learning (MEL) workstream, supporting progress tracking toward the ID system's overall objectives as well as those outlined in the SCALED-UP results framework. The Consultant will, *inter alia*, prepare and contribute to the development of concept notes, implementation work plans, and monitoring & evaluation frameworks, as well as to the preparation of quarterly and annual reports linked to the SCALED-UP project. The Project Liaison Officer (FP) will facilitate the execution of ID activities efficiently by engaging with all stakeholders.

Scope of Work:

Under the overall guidance from NIRA Director General, the responsibilities of the Project Liaison Officer (focal point) will include, but are not limited to the following:

1. Project Execution:

- Coordinate all National ID activities supported by the SCALED-UP Project and implemented by NIRA.
- Coordinate and undertake regular consultations with NIRA's management to assess project implementation.
- Coordinate and facilitate the project-related activities, ensuring effective communication and collaboration among project team members, government officials, and NIRA.
- Coordinate the preparation and reporting on the execution of the overall procurement plan of the project for the procurement of goods, consulting, and non-consulting services.
- Document the project implementation work plan, and resource allocation for activities.
- Ensure adherence to project management methodologies, tools, and processes, contributing to efficient and effective project execution.

2. Monitoring and Evaluation:

- Establish and implement a robust monitoring and evaluation framework for the NIRA, in line with best practices and project objectives.
- Regularly monitor project activities, milestones, project status reports, and deliverables to ensure adherence to project plans and objectives.
- Monitor project progress timelines, budgets, resource allocations, and report any deviations or issues to the Project Director.
- Conduct periodic reviews and evaluations to assess progress, identify areas for improvement, and provide recommendations for enhanced project outcomes.
- Collaborate with relevant stakeholders to measure the impact and document success stories related to project-supported digital ID activities.

3. Stakeholder Engagement:

- Coordinate and facilitate project-related activities, ensuring effective communication and collaboration among NIRA, SCALED-UP PIU, WB, and other stakeholders.
- Serve as a central point of contact for project-related inquiries, clarifications, and coordination, fostering strong collaboration with NIRA and PIU.
- Establish and maintain positive relationships with key stakeholder including FGS, FMS, and BRA to facilitate the implementation of National ID system.
- Collaborate closely with SCALED-UP PIU to align project activities with NIRA's strategic planning objectives, policies, and guidelines related to Digital ID initiatives.
- Engage in regular meetings and consultations between NIRA and the PIU, providing updates, seeking feedback, and addressing any concerns or issues.
- Proactively identify project risks and issues and work collaboratively with stakeholders to develop mitigation strategies and drive their implementation.

4. Reporting:

- Provide inputs to the reporting framework for the SCALED-UP Project, including the preparation of regular progress reports, with a particular focus on quarterly reports.
- Collect, analyze, and consolidate project data and information from various sources, ensuring accuracy and completeness.
- Prepare high-quality reports that highlight key achievements, challenges, lessons learned, and recommendations for improvement.
- Ensure timely submission of reports to relevant stakeholders, including government officials and NIRA, adhering to established reporting timelines.

Qualifications and Experience:

The candidates should have the following desired qualifications:

- Bachelor's degree in a relevant field, such as project management, business administration, International Relations, project management or a related discipline. Master's degree is preferred.
- Minimum of 6 years of experience in government, project management, or related fields, preferably with experience in the implementation of ID programs or programs of similar complexity and scale.
- Past working experience with World Bank-financed projects is an added advantage.

- Strong analytical and reporting skills, with the ability to synthesize complex information into concise and informative reports.
- Strong familiarity with monitoring and evaluation methodologies, tools, and techniques.
- Knowledge of project management principles and best practices.
- Strong leadership and coordination skills, with the ability to effectively manage a team and engage with diverse stakeholders.
- Readiness to work in multi-cultural environment and respond work to tight deadlines on a continual basis
- Excellent communication and interpersonal skills, analytical, problem-solving, with the ability to build and maintain relationships with FMS leaders and other stakeholders.
- Proven ability to work independently, prioritize tasks, and meet deadlines.
- Fluency in English and Somali languages (both written and spoken).
- Proficiency in Microsoft Office Suite and, Excel, Project Management Tools, other relevant software applications. presentations, and other documents as required by the management of NIRA.

Deliverables:

- Concept notes and ToRs for SCALED-UP project activities.
- Project implementation assessment reports.
- Tracking and documentation of procurement status of goods, consulting, and non-consulting services of NIRA.
- Documentation of project implementation workplans and resource allocation for activities.
- Development of an adaptable/customizable Monitoring and Evaluation (M&E) framework to track implementation progress.
- Production of monthly, quarterly, and annual monitoring and progress reports and publishing them.
- Provision of stakeholder engagement reports regarding consultation and meetings outcomes.
- Preparation and publishing of comprehensive final report summarizing the outcomes, achievements, challenges, and recommendations of the National ID implementation in FMS and FGS.