



Terms of Reference

IC Contract Senior Legal Advisor (Statutory Compliance)

A. Background

Somalia is implementing the National Transformation Plan (NTP) 2025–2029, a comprehensive roadmap designed to strengthen governance, institutional capacity, and legal compliance across all levels of government. The Transformational Governance Project, led by the Office of the Prime Minister (OPM) with support from UNDP and partners, serves as a catalytic initiative to operationalize the NTP by embedding whole-of-government coordination, legal harmonization, and digital transformation. A critical pillar of this effort is ensuring that all governance reforms, Cabinet decisions, and policy frameworks comply with Somalia's Provisional Constitution, statutory requirements, and international obligations.

Currently, Somalia's legal and regulatory environment faces significant challenges. Many laws remain outdated, fragmented, or inconsistently applied, creating gaps in statutory compliance and undermining the rule of law. Cabinet decisions and policy frameworks often lack preemptive legal review, exposing government actions to risks of invalidation or reversal. These weaknesses compromise institutional accountability and hinder the implementation of reforms under the NTP. Strengthening statutory compliance is therefore essential to safeguard the legality, enforceability, and sustainability of governance reforms.

Under Output 1: Strengthened whole-of-government leadership and coordination for accountable and gender-responsive governance, the project will enhance the capacity of the Legal Unit within OPM to review legislation, harmonize regulatory frameworks, and ensure that all government actions adhere to constitutional and statutory standards. This includes conducting compliance audits, developing legal guidelines, and supporting inter-ministerial forums for legislative harmonization.

The senior Legal Advisor (Statutory Compliance) will play a pivotal role in this process by providing expert legal analysis, drafting compliance notes, and advising on statutory obligations related to governance reforms, Cabinet decisions, and policy implementation. The advisor will also support the development of a digitized legal library and contribute to building institutional capacity for ongoing compliance monitoring.

By strengthening legal compliance mechanisms, this role will help Somalia build a governance system that is transparent, accountable, and aligned with both national and international legal standards—ensuring that reforms under the NTP are legally sound, enforceable, and sustainable.

B. Objectives and Scope of Work.

The primary objective of this assignment is to strengthen Somalia’s statutory compliance framework to ensure that all governance reforms, Cabinet decisions, and policy actions under the National Transformation Plan (NTP) 2025–2029 are legally sound, enforceable, and aligned with constitutional and international standards. The Legal Advisor will provide expert guidance to the Office of the Prime Minister (OPM) and its Legal Unit by conducting compliance reviews, drafting legal opinions, and supporting harmonization of laws and regulations across federal and state levels. This role aims to reduce legal risks, enhance institutional accountability, and build sustainable mechanisms for ongoing compliance monitoring.

The Consultant will:

- Establish a Proactive Government-Wide Compliance Monitoring Framework: Develop and operationalize a systematic framework for monitoring statutory and regulatory compliance across all Ministries, Departments, and Agencies (MDAs).
- Conduct Rigorous Legal Reviews and Compliance Audits: Perform detailed compliance assessments and audits of existing and proposed government regulations, policies, and administrative procedures to ensure alignment with the Constitution and federal laws.
- Strengthen Institutional Capacity for Self-Regulation: Build the internal capacity of MDAs to understand and fulfill their statutory obligations through the development of tools and targeted training.
- Mitigate Legal Risk and Ensure Regulatory Consistency: Provide expert guidance on contract compliance and statutory obligations for key TGP initiatives, promoting a predictable legal environment.

C. Description of Activities

1. Establish a Proactive Government-Wide Compliance Monitoring Framework

- Design, establish, and implement a comprehensive Government Compliance Monitoring Framework, including methodologies for risk-based auditing and reporting.
- Develop standardized compliance checklists, manuals, and guidance notes for use by MDAs to facilitate self-assessment and adherence to legal standards.
- Establish a centralized registry for tracking compliance issues and corrective actions across government entities.

2. Conduct Rigorous Legal Reviews and Compliance Audits

- Conduct thorough compliance assessments and legal audits of policies, programs, and regulations emanating from TGP-supported activities and other NTP initiatives.

- Review and analyze existing and draft regulatory frameworks to ensure alignment with higher-level federal laws and the constitution.
- Perform targeted compliance audits of high-priority TGP activities or partner MDAs, focusing on areas of highest legal risk.

3. Strengthen Institutional Capacity for Self-Regulation and Reporting

- Develop and deliver targeted training programs for government legal officers and relevant MDA staff on compliance monitoring and legal risk assessment.
- Create user-friendly compliance tools and templates for MDAs to facilitate independent compliance management.
- Provide ongoing technical mentorship to the OPM Legal Unit staff on advanced compliance monitoring techniques.

4. Mitigate Legal Risk and Ensure Regulatory Consistency

- Provide technical guidance on statutory compliance in the drafting of government contracts, agreements, and procurement processes under the TGP.
- Liaise with legal departments across various ministries and agencies to promote regulatory consistency and address inter-ministerial compliance issues.
- Support the Legal Unit in preparing and conducting quarterly inter-ministerial legal harmonization forums.
- Draft detailed statutory compliance reports highlighting areas of non-compliance, associated risks, and recommended corrective actions.

D. Expected Outputs and Deliverables

Deliverables

Deliverables	Due date	Review and Approvals Required	Percentage of contract price
Deliverable 1: Inception Report & Compliance Framework Methodology: A detailed work plan and methodology for establishing the compliance monitoring framework, including risk assessment criteria and stakeholder mapping.	30 Dec 2025	PS	10%
Deliverable 2: Draft Government Compliance Monitoring Framework: Complete draft framework documents including audit protocols, reporting templates, and compliance assessment tools for review and validation.	31 January 2026	PS	20%
Deliverable 3: Finalized Compliance Framework & Training Materials: Final version of the framework	31 March 2026	PS	20%

endorsed by OPM, accompanied by a complete set of training materials and user manuals for MDAs.			
Deliverable 4: Quarterly Compliance Report 1: First comprehensive statutory compliance report detailing findings from initial audits and assessments, with tracked implementation recommendations.	30 June 2026	PS	15%
Deliverable 5: Quarterly Compliance Report 2 & Capacity Building Session: Second quarterly report and delivery of at least one targeted training session for MDA legal staff on compliance procedures.	31 Sep 2026	PS	15%
Deliverable 6: Final Assignment Report & Compliance Audit Portfolio: Comprehensive final report summarizing achievements and recommendations, plus a complete portfolio of at least two targeted compliance audits conducted during the assignment.	30 Oct 2026	PS	20%
TOTAL			100%

Institutional Arrangements

1. Reporting Lines: The Individual Contractor (IC) will work under the direct supervision of the PS in the Office of the Prime Minister.
2. Progress Reporting: The IC will maintain close communication with the supervisors through regular briefings and written progress updates. All deliverables are subject to review and approval by the PS of the Office Prime Minister.

F. Duration of the Work

The assignment is for a total of 173 working days over a period of 12 months, from 15 November 2025 to 15 November 2026.

H. Qualifications of the Successful Individual Contractor.

Education:

- Advanced University Degree (master's degree or equivalent) in Law, Legal Studies, Governance, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- A minimum of 7 years of progressive national and international experience in legal compliance, regulatory reform, or legal audit functions, preferably within government or international organizations.
- Proven direct experience in developing compliance monitoring frameworks, conducting legal audits, and performing regulatory impact assessments.
- Demonstrable experience in developing legal compliance tools and delivering capacity-building programs for government institutions.
- Experience in fragile or post-conflict states is highly desirable; knowledge of the Somali legal system and context is a significant asset.
- Excellent command of the English language with proven exceptional drafting and analytical skills.

Corporate Competencies:

- Demonstrates integrity and promotes the vision, mission, and strategic goals of the UN and UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.