

Annex 1
Terms of Reference TOR
Engaging a National NGO as Responsible Party for the assignment:
“Economic empowerment targeting vulnerable women in Sabra area in Beirut”

Project name: Improving Living Condition in Palestinian Gatherings Host Communities
Project ID: 00097505
Type of Contract: NGO Responsible Party Agreement

1. BACKGROUND

Some 135,000 host and new Palestinian refugees living in forty-two Palestinian gatherings distributed along the regions of Lebanon suffer from dire conditions that have long existed in the gatherings. In addition to poverty caused by insufficient household income, legal restrictions imposed on Palestinian refugees in Lebanon contribute to the worsening of their socio-economic conditions. In spite of the recent limited changes in labor regulations, Palestinian refugees in Lebanon remain excluded from economic life in general due to the restrictions applied to their working in many professions in the formal sectors. In addition, Palestinian refugees are unable to own property assets in the country since 2001 and required to bequeath them to religious authorities, if they have already purchased them. Palestinian Gatherings remain excluded from wider sector development plans or local projects. The situation was worsened since the Syrian crisis that entailed some 25% population rise in these already impoverished areas. As a result, Palestinian gatherings have been witnessing unmet demand on services and infrastructure networks, unprecedented pressure on available shelters and spaces, and additional competition over resources, jobs and relief. All these factors have contributed not only to worsening the living conditions of Palestinian refugees in the gatherings, but also to the rise of tensions within the gatherings as well as with their surrounding communities.

In order to improve the living conditions of refugees living in the gatherings and to address tensions between neighboring communities, the UNDP project introduced in 2016 a component that addresses socio-economic empowerment of women and youth in order to enable them to be the agents of change in their communities. In this context, UNDP aims at partnering with an NGO to economically empower vulnerable Palestinian (PRL and PRS), Syrian and Lebanese women living in Sabra area in Beirut. Taking into consideration its historical background, this area has been witnessing increased insecurities and conflicts in the past three decades. Conflict has taken immeasurable toll on human lives, often exposing women and youth to acts of violence which seriously undermine their human rights and deny those opportunities arising from gender inequality. Three Palestinian Gatherings exist in the area namely Daouk, Gaza Buildings and Said

Ghawash hosting some 5,000 Palestinian refugees from Lebanon, 1,300 Palestinian and Syrian refugees displaced from Syria and 1,500 Lebanese dwellers.

2. OBJECTIVES

The main objective is to provide socio-economic support to 170 Lebanese, Syrian and Palestinian underprivileged women living in Sabra area in Beirut, including the three Palestinian Gatherings of Daouk, Gaza Buildings and Said Ghawash. This shall be done mainly through building the skills and capacities of women and through providing them with the necessary support to apply the set of learned skills in income generating activities. The second part is crucial for creating a sustainable impact for those women who prove capable and willing to engage in income generating activities. The project's long-term goals are to:

- Improve economic opportunities for Lebanese, Syrian, and Palestinian women living in the impoverished areas of Beirut, by transferring income-generating skills and creating spaces for income-generating activities.
- Provide women with an opportunity to develop their personal skills to participate in their community development.
- Create a sustainable opportunity for empowering women participants and increasing their productive role within their communities.

3. SCOPE OF WORKS

The NGO engaged as Responsible Party will provide a total of 170 women from Sabra area with training in the following domains:

- Cooking and baking;
- Artisanal handicrafts and works;
- Accessories design and production;
- Beauty services (make-up, skin care, nail care);
- Hairdressing and veil fitting;
- Accelerated English courses.

It is recommended that 2 sessions are implemented in each domain; however, changes might be considered during the course of implementation based on participants' interests. The period allocated for each training should not be less than 4 months (preferably between 4 and 6 months) and should include no more than 15 women per session. All trainings shall be conducted within the time frame of the project.

In addition, the personal skill base of women shall be strengthened in areas that affect their income generating opportunities such as communication, planning, presentation, etc.

The NGO engaged as Responsible Party will also engage women participants who demonstrate strong skills and commitment, whose percentage should be 20% of the total number of participants, in income generating activities. These activities aim at providing selected women with income

generating opportunities during course of the Agreement and should be sustainable after its end. This shall be done starting the period of agreement through providing women with venues and spaces to market their products, including them in events and exhibitions, initiating agreements and collaborations with existing initiatives, etc.

Selection criteria:

The following criteria will be used for selecting the 170 participants, who must be:

- of any nationality (Lebanese, Syrian, Palestinian) living in the vicinity of Sabra area in Beirut,
- 18 years old and above,
- unemployed and living in a household earning a total monthly income equal or less than USD 600 for 3 dependents, with an additional USD 100 for every additional dependent,
- interested in acquiring income-generating skills in the domains mentioned above and committed to make the time to attend all training sessions,
- interested in applying acquired skills in income generating activities.

Recruitment criteria for women who will be provided with income generating opportunities will focus on their levels of skills and commitment in addition to their socio-economic situation.

4. EXPECTED OUTPUTS AND RESULTS

The following outputs are expected:

- Developing a revised plan for the project including the strategy, methodology, action plan, work plan, etc.
- Developing the content of the various trainings with the support of professional trainers to cover the following topics:
 - Cooking and baking;
 - Artisanal handicrafts and works;
 - Accessories design and production;
 - Beauty services (make-up, skin care, nail care);
 - Hairdressing and veil fitting;
 - Accelerated English courses.
- Community outreaching and selecting 170 beneficiaries based on the selection criteria mentioned in section 3.
- Organizing a minimum of 12 full day training sessions in total for 170 Lebanese, Palestinian and Syrian women in need, covering the different vocational topics mentioned above.
- Organizing capacity building sessions to participants on personal and interpersonal skills.
- Organizing a minimum of 5 marketing events to market participating women's products.
- Engaging a minimum of 34 women in income generation activities that provide them with an opportunity for sustainable income generation.

- Implementing a high visibility level closure event.

5. PROJECT MANAGEMENT

UNDP and the NGO engaged as Responsible Party will coordinate work closely to oversee the successful implementation and completion of the project.

NGO

The NGO engaged as Responsible Party will coordinate closely with UNDP Project Manager for the following activities:

- Allocate personnel to carry out the activities; including the professional trainers;
- Purchase necessary material and equipment needed for the training, events, etc. (List of purchases must be shared with and approved by UNDP before purchasing);
- Develop applications for registration of interested applicants;
- Recruit 170 women living in Sabra area in need from various nationalities and backgrounds (mainly Lebanese, Palestinian and Syrian) based on the selection criteria in section 3;
- Ensure the organization of training sessions in a timely and organized manner;
- Ensure quality control and safety measures and monitor works and impact;
- Provide support to trained women to engage in income generating activities or to market and sell their products and services based on a developed marketing strategy;
- Provide monthly updates via email as well as a mid-term and final reports on a timely manner;
- Organize the marketing events and the closing event.

UNDP

The UNDP project will carry out the following responsibilities:

- Closely coordinate work implementation with winning NGO;
- Facilitate the NGO's outreach and work in Palestinian Gatherings;
- Participate in the process of developing and reviewing applications;
- Participate in the section of participants;
- Provide available data, information, contacts related to the project.

6. BUDGET

UNDP is allocating a total all-inclusive¹ budget of **USD 170,000** for this assignment.

NGOs wishing to apply shall specify in their proposal the allocation of budget for their tasks.

Budget allocation would also include the NGO's management fees: remuneration of the staff required; materials; logistical support; venues; trainers and facilitators, etc.

7. REQUIRED QUALIFICATIONS OF THE NGO

NGO(s) wishing to be considered for this assignment described herein should have the following qualifications:

- A minimum of 10 years of relevant experience in socio-economic empowerment of women and youth, demonstrated through previous project activities as well as through NGO organization and NGO structure.
- Knowledge of the social and cultural context of underprivileged women groups in Beirut.
- Holding an accessible, appropriate and equipped center that could host training sessions in the previously identified domains in the heart of Beirut.
- Good understanding of women economic empowerment and livelihood creation.
- Ability to reach out to and recruit women from different underprivileged community groups in Beirut.
- Capacity and resources to support outstanding trainees to engage in income-generating activities or market/sell their products.
- Previous cooperation with international UN organizations and / or international NGOs in socio-economic empowerment of women and youth.

8. DOCUMENTS TO SUBMIT

NGO(s) wishing to be considered for this assignment described herein should submit the following documents:

- A detailed proposed methodology and Workplan;
- A breakdown of the allocated budget **USD 170,000** for each of the activities listed in sections 3 and 4, and in accordance with Annex 3.
- A duly completed Simplified Capacity Assessment Checklist SCAN (Annex 2) with supporting documents.
- NGO registration documents.
- NGO presentation outlining their experience and personnel.
- CVs of the key personnel and trainers.

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, human resources, materials; logistical support, venues, etc.) that could possibly be incurred by the NGO are inclusive in the proposal.

9. TERMS OF PAYMENT

All proposals must be expressed in a lump sum amount:

- The lump sum amount must be “all-inclusive²”;
- The contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

- 20% of the lump sum upon reception of the project plan including the revised methodology and work plan with time lines, receiving the invoice and UNDP acceptance.
- 50% of the lump sum upon completion of the training sessions, receiving the invoice and UNDP acceptance.
- 30% of the lump sum upon full completion of all activities as per this Terms of Reference, receiving the invoice and UNDP acceptance.

² The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, human resources, materials; logistical support, venues, etc.) that could possibly be incurred by the NGO are inclusive in the proposal.