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## **Annex -1-**

### **Terms of Reference (TOR)**

**For an Assignment Requiring the Services of a National Individual to be engaged through an  
Individual Contract (National IC)**

**Project Name:**            *Support The Implementation of LPDC's strategic plan Phase 1*

**Reference Number:**    00094684

**Type of Contract:**      National Individual Contract.

**Subject:**                    GIS Expert.

#### **A. Project Description**

The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon to set up a comprehensive policy on the Palestinian Refugee issues in Lebanon to improve their living conditions through the following components:

1. Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;
2. Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;
3. Capacity of line ministries mandated with Palestine refugees strengthened;
4. Capacity of LPDC to act as the focal point for national and international partners, on issues regarding Palestinian refugees in camps and surrounding communities strengthened;
5. Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus-building enhanced.

In September 2016, the Council of Ministers decided to implement a National Census of Palestinian Refugees based on the proposed framework submitted by the LPDC.

The Census of Palestinians in Lebanon will be carried out jointly by the Central Administration of Statistics (CAS) and the Palestinian Central Bureau of Statistics (PCBS).

In this context, UNDP is requiring the services of a GIS Expert on part time basis.

## **B. Scope of Work**

Under supervision of the Project Manager, the consultant will undertake the following tasks and activities:

1. Provide technical support on GIS and related matters;
2. Design, develop, customize and maintain discipline specific GIS (maps, tables, etc.);
3. Undertake spatial analyses and create information products from the GIS related software and systems to meet Census specific needs;
4. Provide quality control with regard to data capture, evaluation of data acquired from census data collectors and develop database;
5. Assist in the preparation of base maps for the Camps and Gatherings, undertake digitization, geo-referencing, ground verification, etc.;
6. Work closely with the MIS Specialist/expert in collating spatial and non-spatial information with respect to plot boundaries, network of basic infrastructure such as roads, sewerage, storm drainage and water lines, etc.;
7. Supervise the Integration of total survey into GIS domain;
8. Provide capacity building training for the GIS Assistant and other staff on their GIS needs;
9. Any other task as assigned by the Project Coordinator and project Manager.

## **C. Expected Outputs and Deliverables**

All deliverables shall be delivered in one original hard copy, two hard copies and one electronic soft copy, preferably in shape file.

### **REPORTS VALIDATION MODALITIES**

Provisional approval of submitted reports shall take place at each of the defined milestones shown in the delivery schedule in below section. It is expected that such approval shall not exceed Two (2) working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Project Manager shall respond within maximum of Two (2) working days and the decision may either be:

- a) Approval,
- b) Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- c) Rejection with clear justifications.

#### **DELIVERY SCHEDULE**

The Consultant is expected to complete the activities listed in the scope of works over a period of 6 months from contract signature on part time basis.

Outputs / Deliverables	Target Due Dates	Review and Approvals Required
GIS Expert activities	6 consecutive months, part time basis- one full day per week	Review: Census coordinator Approval: Project Manager

#### **D. Institutional Arrangement**

The contractor will liaise with the UNDP project Manager and work under the overall guidance of the LPDC President.

UNDP will be responsible for providing the contractor with all necessary information related to the project in a timely thorough and transparent manner. It will be also responsible to provide clarifications and facilitation of the work.

The contractor should rely on his means of transportation and communication.

#### **E. Duration of Contract**

6 months, part time basis, 4 full working days per month, 8 hours per day.

#### **F. Duty Station**

The contractor will report to the Census Office in Beirut.

#### **G. Qualifications Required**

The Individual Consultant should possess the following minimum qualifications:

##### **I- Academic Qualifications:**

University degree in Geography, Data Management or other closely related field with technical specialization in Geo-spatial technology, cartography, Geographic Information Systems (GIS).

## **II- Years of Experience:**

- Minimum 5 years’ experience in GIS.
- Minimum 2 years of quantitative research experience, with a strong emphasis on spatial analysis and detailed report preparation.
- Demonstrated experience in GIS mapping of urban areas, towns, cities, covering all features with database and database designing and management, customization of GIS application, Preparation of map with database of property survey, preparation of map with complete database of all the utilities (Road, Water network, Drainage, Sewerage, Power network, etc), Building footprint and land use detail at land parcel level, etc.
- Previous experience in working on Palestinian camps and Gatherings is a must.

## **III- Competencies:**

- Advanced knowledge of ArcGIS;
- Knowledgeable in Geographical data management and utilization, familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization.
- Detail-oriented;
- Have the ability to work at a fast pace and meet deadlines;
- Fluent in English and Arabic, French is a plus.

## **H. Scope of Price Proposal and Schedule of payments**

All proposals must be expressed in daily fee:

- The daily fee must be “all-inclusive<sup>1</sup>”;
- An IC Time Sheet must be submitted by the Consultant, duly approved by the Project Manager, which shall serve as the basis for the payment of fees.

Payment will proceed as following:

- 6 equal monthly payments: each payment shall be upon completion of 4 full working days per month and upon submission of an IC time sheet and UNDP acceptance.

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<sup>1</sup>The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal