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Resilient nations.*

Terms of Reference (TOR)

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

Project name: Improving Living Conditions in Palestinian Gatherings Host Communities
Project ID: 00097505
Type of Contract: Individual consultancy.
Subject: Services to evaluate activities implemented in 2016.

A- Project Background

This TOR falls under the UNDP project “Improving Living Conditions in Palestinian Gatherings Host Communities”, funded by Swiss ICD, KFW, Japan, Netherlands and the Bureau of Population, Refugees and Migration (PRM). Building on the on-going efforts of UNDP in Palestinian gatherings in Lebanon since 2012, the project seeks to strengthen the resilience of the forty-two Palestinian gatherings host communities through enhancing living conditions. To this end, it focuses on providing adequate WASH services and facilities; promoting healthier physical environments through neighborhood upgrading projects; and the socio-economic empowerment of local communities and especially youth and women.

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.

The project aims at strengthening the resilience and stability of refugee host communities in Palestinian Gatherings through improving their living conditions; it has the following objectives:

- Improve living conditions to host and new refugees in Palestinian Gatherings;

- Promote coexistence and strengthen the stability of host Palestinian Gatherings;
- Reduce and mitigate inter and intra communal tensions within the gatherings and with 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 local communities (output 3) in order to enable them to be the agents of change in their communities. The project has the following key outputs:

- Key Output 1: WASH conditions improved in the Gatherings through adequate access to water, sanitation and hygiene systems and support to local service delivery mechanisms.
This output aims at facilitating sustainable and adequate WASH services in Palestinian Gatherings as well as their surroundings within the same municipal domains. Laying the foundation for longer-term development, activities focus on upgrading existing infrastructure networks, building on local structures and assets, and raising awareness. The project also aims at investing in environmentally and economically viable innovative solutions tailored to respond to the specific challenges in the areas of operation. This output does not only focus on upgrading projects but also invests in the underlying governance structures, bringing local authorities and actors together, establishing collaboration mechanisms and facilitating partnerships for improved and sustainable service delivery. It also includes the improvement of hygiene conditions through behavior changing campaigns and distribution of hygiene kits to Palestinian Refugees dislocated from Syria.
- Key Output 2: Inclusive and safer environments promoted in the Gatherings through a comprehensive spatial improvement approach.
This output aims at providing safer, sounder and more inclusive neighborhoods in Palestinian Gatherings as part of their wider contexts. In addition to carrying out upgrading initiatives, the project implements a participatory spatial approach to address the deteriorated and poor environments in the Gatherings through the formation of Neighbourhood Improvement Plans. In addition, interventions aim at improving accessibility and mobility for women, children, youth and the elderly.
- Key Output 3: Youth risky behavior reduced in the Gatherings through socio-economic empowerment.
This output aims at empowering youth living in Palestinian Gatherings to combat risky behaviors. This is mainly done through building the skill base and capacities of youth and women and through support to individual income-generating activities and to socio-economic community interventions.

In this context, UNDP is requiring the services of an individual consultant to carry out the evaluation of activities implemented in 2016.

B- Scope of Works

Under the supervision of the Project Manager, the Individual Consultant will undertake an Assessment to evaluate the project's activities implemented in 2016 and assess the overall project contribution to improving living conditions in Palestinian Gatherings; responding to the needs escalated by the crisis; and

to enhancing coordination between local communities and the concerned municipalities and other actors. Of utmost importance is assessing the sustainability of interventions and the project attempt to bridge relief to longer-term development in the gatherings, especially those that aim at the socio-economic empowerment of local communities (output 3).

The objectives of the exercise are as follows:

- Determine the overall status of the project and the achievement of its intended objectives;
- Review and evaluate the approaches and processes set in place by the project;
- Identify lessons learned at the national and local levels;
- Provide recommendations to consolidate and sustain results especially for output 3.

Findings of the project shall be mainly grouped along the following lines:

- 1) **Achievement of Project**– The extent to which the overall Project objectives and results were achieved and the impact realized through the various project activates;
- 2) **Project Design and Management** – The management processes used in the implementation of the Project;
- 3) **Stakeholder Participation and Ownership**– Networks and partnerships in support of the implementation of the Project and the degree of national and/or local ownership developed;
- 4) **Sustainability**–Key actions that were put in place to ensure sustainability of project outcomes;
- 5) **Lessons Learned**– The main managerial and institutional lessons that were learned and which can be applied in other projects.

The evaluation will also include a set of recommendations to be taken into consideration in the project's future interventions, especially those related to socio-economic empowerment of local communities (output 3).

Tasks and Activities:

The individual consultant will carry out the following tasks and activities:

- Conduct a desk review and meetings with project team in order to gain knowledge of the projects' approach, activities, outputs and achievements;
- Carry out interviews and focus groups with project partners, stakeholders and beneficiaries to document the process and approach put in place by the project to identify and implement activities and reach out and engage actors;
- Assess the influence of this process on the project effectiveness and measure to what extent the process and various interventions have responded to the stakeholders' needs and in which way they impacted the direct and indirect beneficiaries;
- Measure to what extent the project achievements are so far in line with its stated objectives, outcomes, and outputs; explain why/why not and what kind of corrective measures are needed to take place;
- Develop lessons learned and good practices in order to maximize the experiences gained and provide recommendations on how to best utilize them for the next period;
- Provide recommendations for more sustainable results and future interventions;
- Present findings to UNDP project and management.

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 Microsoft Word format, where applicable. The language of the report is English.

Deliverables:

1- Inception Report

The Consultant will start with a desk study to review documents (such as project documents, work plan, progress reports and supporting documents, etc.) and meetings with the project team to submit an inception report describing the framework (s)he will use to undertake the evaluation. It will provide a detailed methodology, i.e. how each question will be answered by way of data collection methods, data sources, sampling and indicators and the key questions the assignment will focus on. The report must also contain a work plan, which indicates the phases in the evaluation with their key deliverables and milestones.

2- Draft of Evaluation Report

The Consultant shall conduct field visits to conduct interviews and focus groups with project partners, project staff, project stakeholders, beneficiaries, service providers, etc. and draft the Evaluation Report which will contain the following sections but not be limited to:

- Executive summary
- Introduction: project description, purpose of evaluation, methodology, constraints
- Project's approach and process
- Findings and analysis
- Best practices, lessons learned and constraints
- Conclusions and recommendations
- Annexes

3- Final Evaluation Report

The Consultant shall present the findings to the project team and management.

The consultant shall finalize the draft evaluation report as per the comments and revision of the Project Manager.

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 five 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 five 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 and submit the deliverables specified in the above section in 30 working days and within 1.5 months, as detailed in the table hereafter.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates after contract signature	Review and Approvals Required
Inception Report	5 working days	1 st week	Project Manager
Draft Evaluation Report	20 working day	4 th week	Project Manager
Presentation of the findings and submission of the Final Evaluation Report	5 working days	6 th week	Project Manager

D- Institutional arrangement

The Individual Consultant will report to and work in coordination with the Project Manager.
The project will provide the Consultant with all available data and secondary sources and contacts.
The Individual Consultant shall rely on his own means of transportation and communication.
Urgent cases that could justify delays on work on behalf of the Consultant are due to security reasons, in case of any deteriorated security situation or conflicts in the gatherings.

E- Duration of the contract

The assignment shall be completed within 1.5 months starting contract signature.

F- Duty Station

The Consultant will not report to a duty station.
Meetings with Project Manager and team members will take place in Beirut.
Meetings, interviews and focus groups taking place on field will be facilitated by the Project Team.

G- Qualifications of the Individual Consultant

The individual consultant to be considered for this assignment shall possess the following qualifications:

Experience:

- A minimum of 5 years of experience in similar evaluation assignments.

Academic Qualifications:

- Advanced degree in Political sciences, International Relations, or any social sciences or relevant field.

Competencies:

- Knowledge in quantitative and qualitative research and approaches;
- Fluency in Arabic and English;
- Deep knowledge of Lebanon and the socio-political dynamics at the community level.

H- Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in *Lump Sum Amount*, taking the following into consideration:

- i) the lump sum amount must be “all-inclusive¹”;
- ii) the contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

- 25% of the total contract amount upon submission of the inception report and UNDP acceptance;
- 75% of the total contract amount upon presenting the findings to UNDP Project team and Management and submission of the final evaluation report approved by UNDP.

¹ 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.