

Terms of Reference

Description of the assignment (Title of consultancy): International Monitoring & Evaluation (M&E) and Reporting Assistant

Project Title: Lebanese Host Communities Support Project (LHSP)

Period of assignment/services: Twelve (12) months

1. Background

The impact of the Syrian crisis on Lebanon is reaching a scale unprecedented in the history of complex, refugee-driven emergencies. While in April 2012, 32,800 refugees were registered or awaiting registration with UNHCR, by November 2014 this figure has jumped sharply to over 1,100,000, registered refugees an increase equal to over 25% of the total Lebanese pre-crisis population. This sudden and large influx of refugees from Syria is now placing enormous pressure on the country and its people, especially those in the poorest areas, where refugee concentrations have been greatest. The crisis is not only challenging the country's existing social and economic infrastructure, it is exacerbating significant development deficiencies such as unemployment, especially among women and youth, and profound disparities between the wealthy and the poor. In addition, the crisis brings to Lebanon a set of new tensions that threaten to undermine Lebanon's delicate social and political balance of power while amplifying pre-existing inter Lebanese divisions and provoking increasingly negative reactions against the Syrian refugee presence

United Nations Development Program jointly with the Ministry of Social Affairs (MoSA) launched in 2013 the "Lebanon Host Communities Support Project" (LHSP) as a comprehensive, coordinated and durable response towards the Syrian Refugee Crisis and its implications on the country. Ultimately, the Project seeks to help increase stability in the areas affected by the Syrian crisis through improving livelihood and service provision in a conflict sensitive manner. It aims at contributing to improved community security, economic recovery and social cohesion in the affected areas through a community based approach that will increase livelihood options and local level service delivery.

The project will further strengthen the capacity of national and local government and civil society actors for inclusive priority setting and conflict mitigation, dispute resolution, and participatory service delivery as well as enhancing business skills and marketing opportunities in vulnerable areas.

The project aims to achieve three main goals:

1. Increase the livelihoods and economic opportunities in affected areas
2. Strengthen the capacity of local and national actors to deliver basic services in a participatory and conflict sensitive manner.

3. Improve the local level dispute resolution and community security.

A Steering Committee (SC) under the leadership of MoSA is formed to provide overall governance for the LHSP. It includes representatives from the Prime Minister's Office, MoSA, UNDP, CDR, the Ministries of Interior and Municipalities, Health, and Education, UNDP, as well as key donors. Under the Steering Committee, a Technical Group (TG) reviews all the projects submitted for implementation. UNDP provides secretariat functions to the steering committee, including periodic reporting on projects activities and financial delivery, ensuring visibility of both Government ownership and donor support.

In order to develop an integrated response plan for the targeted localities, LHSP is conducting a conflict sensitive needs assessment adopting the "Maps of Risks and Resources" Methodology (MRR) through a participatory approach with civil society stakeholders and with the ownership and in full coordination with the local authorities.

The MRR involves the communities in the production of a multi-sectorial action plan. The methodology fosters the broadest participation of local authorities, civil society organizations and public sector representatives organized in a working group to identify risks and propose solutions, which are translated into local impact projects. The methodology gives the community a leading role in finding the solutions to its problems, in collaboration with all institutions mobilized at municipal level based on ownership and commitment for sustainability.

The implementation of the MRR methodology takes place in four stages, and results in a multi sectorial action plan for each municipality:

- 1) Identification of risks and resources
- 2) Identification and prioritization of common solutions
- 3) Production of Action Plan
- 4) Implementation of identified projects

After 3 years of implementation LHSP has scaled up in terms of government (national, local) ownership, institutionalization of methodologies (MRR, Technical Group), donors participation/contribution and number of implemented projects.

It is a priority to guarantee the quality control of LHSP in the different areas of M&E, methodology update and reporting, considering the increase volume of activities and processes involved.

2. Scope of work, responsibilities and description of the proposed analytical work

I- Projects quality control, monitoring and evaluation

Support the M&E Analyst in the follow up with all the areas office of Mt. Lebanon, North, South and Bekaa and MoSA LHSP Team of the following activities:

- Projects quality control according to the LHSP standard agreed with the Technical Group (coherence with national policies)
- Monitoring quantitative and qualitative projects performance, based on the established indicators, through the revision of monthly reporting from the area offices;
- Support the M&E Analyst in developing new tools and guidelines for data collection in the area offices;
- Producing all requested analysis/maps showing LHSP progress

II- Reporting

- Lead the Lebanon Crisis Response Plan (LCRP) Activity Info reporting of LHSP;
- Support the M&E Analyst in the preparation of all donors quarterly and final reports and the LHSP annual report.

III- Coordination

- Lead the regular coordination with the LHSP Communication Unit and the MoSA (including follow up on the Maps of Risks and Resources needs methodology implementation);
- Support coordination with other Units within UNDP.

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Projects quality control, M&E: Ensure that quality of the project and M&E systems are in place per LHSP standards	Recurrent	Recurrent	M&E Analyst Chief Technical Advisor (CTA) of LHSP
Support the M&E Analyst: Developing new tools	Recurrent	Recurrent	M&E Analyst

and guidelines for data collection in the area offices			CTA of LHSP
Reporting: Lead the Lebanon Crisis Response Plan (LCRP) Activity Info reporting of LHSP	Monthly basis	On the 8 th of each month	M&E Analyst CTA of LHSP
Reporting: Support the M&E Analyst in the preparation of all donors quarterly and final reports and the LHSP annual report	Recurrent	Recurrent	M&E Analyst CTA of LHSP
Coordination: Coordinate with internal and external LHSP stakeholders related to projects information	Recurrent	Recurrent	M&E Analyst CTA of LHSP

4. Institutional arrangements

Reporting to the M&E Analyst under the overall guidance of the CTA of LHSP.

5. Duration of work

Twelve (12) months.

6. Duty station

UNDP Beirut country office with possibility of field travels within Lebanon.

7. Requirements for experience and qualifications

I. Academic Qualifications:

- Master's degree in Development, International Relations, or related fields.

II. Years of experience:

- At least one year of relevant experience, Experience in crisis support programme is a plus.

III. Technical experience:

- Technical experience in M&E in a crisis context.
- Ability to synthesize program performance data and produce analytical reports.
- Analytical and report writing skills.
- Experience in formulating projects.
- Experience in designing perception surveys.
- Knowledge in database management.
- Proficiency in the use of MS Office: Word, Excel, Outlook, PowerPoint.

IIV. Competencies:

- Excellent public speaking and presentation skills.
- Excellent writing, reading, and oral communication skills in English.
- Ability to work under pressure and meet strict deadlines and prioritize multiple tasks.
- Demonstrated willingness to work as part of a team in a multicultural environment.

8. Scope of Price Proposal and Schedule of Payments

The payment will be issued based on a monthly fee upon submission of timesheet showing monthly outputs.