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Resilient nations.*

Terms of Reference TOR

Engaging a National NGO as Responsible Party for the assignment of “Empowering Local Groups in Tripoli through implementing the Mechanisms for Social Stability”

Project name: Peace building in Lebanon, Phase 3
Project ID: 00088560
Type of Contract: **Responsible Party Agreement**

1. BACKGROUND

Since 2006, UNDP and through its Peace Building in Lebanon project, has been working on addressing the underlying causes of conflict in Lebanon and sought to create “safe spaces” for local identity groups to discuss their concerns openly.

Since 2013, the project has been acting as a reference point for addressing the new challenges to civil peace in Lebanon caused by the high influx of Syrian refugees, being positioned as key actor in the Lebanon Response to the Impact of the Syrian crisis on social stability. The project has used its already existing strong networks with a wide range of stakeholders in this regards and built excellent new ones with the Syrian counterparts. The project helped different actors enhance mutual understanding of the different “Other”, develop relevant strategies to address tensions and transform conflicts in their own communities and spaces. Social cohesion was thus enhanced at the local, community and national levels, between Lebanese, and between Lebanese and Syrians through the work of civil society actors, youth, educators, media, NGOs and religious leaders as well as municipal council members and *mukhtars*. Work on community dialogues, collective memory, peace education, conflict sensitive reporting, creation of safe media spaces, developing local peace mechanisms, working with ex-fighters, was implemented across Lebanon. Partnerships with key national counterparts were also built mainly with the Ministry of Education and Higher Education, the Ministry of Interior and Municipalities, the Ministry of Information and the Ministry of Social Affairs.

Building on the successes and lessons learned of the Peace Building in Lebanon project previous phases such as in Bekaa to support and empower local groups in 8 villages and based on the Internal Review of Phase III conducted in June 2016, Peace Building in Lebanon phase 3: Strengthening Tripoli’s Social Cohesion project will focus on supporting local and national actors in Tripoli addressing local conflicts and working on reconciliation processes that addresses root causes of conflict in this city, which just went out of a long history of violence. The project will work on developing a local mechanism for social stability (MSS) and social cohesion, covering its different aspect in a comprehensive manner, including working in school’s environments, with ex-fighter groups, with the local authorities and local actors and media.

The Mechanisms aim at preventing or reducing tensions and different types of conflict between different elements of the local communities. In different locations and situations, they take different forms and adjust to the local needs and specifications.

In Tripoli, based on earlier researches and a conflict analysis exercise, three key entry points were selected to address social stability in Jabal Mohsen and Bab el Tebbeneh and in Tripoli in general:

- 1- A group of residents who have been injured or disabled during the previous rounds of clashes were convened to draft a joint workplan responding to the needs of this important and most vulnerable section of the two communities.
- 2- A local youth team is selected to be trained on performing playback theatre shows. This will allow for a joint initiative bringing the youth of the two communities together to function and grow as an example of joint endeavor. At the same time, playback theatre will serve as a social therapy medium which will address the grievances and the psycho-social scars of the past battles.
- 3- A platform for young women leaders in Tripoli will be convened. A small group of young women will be tasked with preparing and organizing a conference, where local young prominent ladies from all sectors will come together and discuss the priority challenges for women in Tripoli and end up with a work plan to be followed up by the participants.

UNDP is engaging a local NGO as Responsible Party to support “local groups” and identified stakeholders to develop their capacities, launch their Mechanisms and design sustainable intervention tools and plans.

2. OBJECTIVES

The overall objective is to empower “Local Groups” in Tripoli in order to lead the process of implementation of the mechanisms of social stability (MSS) and reduce tensions in the area.

3. SCOPE OF WORK and EXPECTED OUTPUTS

The services of a local NGO are required to offer technical and functional support to the local ‘Groups’ by:

a. Revising and consolidating designed activities

Each “local Group” has developed a specific set of activities to launch their MSS. The Responsible party will study, revise and consolidate the “Groups” proposals through meetings with the ‘Groups’ and UNDP Peace Building Project team. The proposals should serve effectively and efficiently the objectives outlined by the Mechanisms.

b. Supporting the local ‘Groups’ in the preparation and implementation of the activities

The responsible party will follow up and counsel the ‘Groups’ before and during the implementation of their activities and provide the ‘Groups’ with the necessary training and coaching sessions on the technical aspects of their planned activities. The responsible party will provide the following outputs:

Output 1: Group of injured and disabled:

- Support the 'group' in consolidating their structure and drafting their internal regulations through at least 2 meetings;
- Build the capacities of the group with advocacy, leadership and campaigning skills through at least 4 full days training sessions;
- Gather the necessary information about the numbers and circumstances of the disabled and injured people in the area;
- Based on the data gathered, support the 'group' to identify immediate needs to be catered to the most vulnerable beneficiaries; these needs will most likely include medical equipment, medicine, psycho-social support sessions;
- Launch a local campaign including local and national media to raise awareness about the needs of this vulnerable section of the community.

Output 2: Group of youth:

- Support the recruitment and formation of the group through identification of focal points, audition exercises and meetings with relevant people;
- Train the group with the assistance of an international expert trainer on choosing the themes, preparing and playing theatre shows;
- Support the group to attend two playback theatre shows in Beirut;
- Prepare the draft agenda of the shows based on relevant themes and a set timeline;
- Equip the team with necessary tools for the shows;
- Support the group to run the first two shows.

Output 3: Group of young women:

- Gather a small group of 7 to 8 local young active leader women;
- Support them to design and organize a local conference for discussing the challenges that women face women in Tripoli and contributing to the wider agenda of gender objectives. A result of the conference, a work plan shall be drafted and adopted by the participants.

4. EXPECTED OUTPUTS and RESULTS

The Responsible Party shall complete the assignment within 13 weeks from agreement signature:

Outputs	Target date of completion
Revise and consolidate the designed activities	Month 1
Support the 3 'local groups' in the preparation and implementation of their activities	Month 3

5. DURATION OF ASSIGNMENT

The overall timeframe of the works is 13 weeks; the Start date for carrying out the works is immediate after Responsible Party Agreement signature.

The overall term of execution of the works is until November 2017, effective from contract signature date. Urgent cases that could justify delays of works are mainly due to security reasons, in case of any deteriorated security situation or conflicts in areas of implementation and extreme weather conditions.

In case of default on the part of the responsible party in carrying out an instruction of the Project Manager, UNDP shall be entitled to employ and pay other NGOs to carry out the same and all expenses consequent thereon or incidental thereto shall be borne by the NGO and shall be recoverable by UNDP and may be deducted by UNDP from any money due or which may become due.

6. INSTITUTIONAL ARRANGEMENT

The Responsible party selected will coordinate closely with the Project Manager and the project team.

Roles and Responsibilities of the Engaged Responsible Party:

- Allocate the proper and needed skilled personnel to carry out the project's outputs;
- Responsible of all logistics related to the completion of this assignment including Remuneration of Staff / Trainers / Experts / cost of equipment to be procured, installation and maintenance fees of different equipment; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc;
- Ensure proper reach out to beneficiaries;
- Implement and constantly monitor the activities;
- Provide required and comprehensive reports on a timely manner (focusing as well on the impact). The minimum reporting is to include at least 2 narrative and financial reports throughout the implementation period; 1 midterm report and 1 final report.

Role of UNDP

- Provide field coordination support through the Local Level Field Assistant and the Local Peace Building Coordinator;
- Follow up, monitor and evaluate the progress of implementing the different activities, ensure their smooth implementation and manage potential risks;
- Ensure Quality assurance.

7. REQUIRED QUALIFICATIONS

Interested NGOs must have the following minimum qualifications:

Experience:

- Minimum 3 years of relevant experience in implementing and monitoring Social Stability projects or relevant activities;
- Proven experience in supporting local community through building capacities;
- Proven experience in coaching and training;
- Previous cooperation with international UN organizations and / or international NGOs.

Resources:

- Availability of a focal point, facilitators and qualified support staff to coordinate with the Groups and facilitate the implementation and monitoring of the activities;
- Research capacity to conduct analysis and reporting and evaluate the outcomes of the process;
- Ability to mobilize local communities and organize events in areas of implementation.

8. REQUIRED DOCUMENTS TO SUBMIT

Interested NGO (s) are requested to submit the following documents:

- 1- Proposed methodology, workplan and budget breakdown in accordance with Annex 3;
- 2- Simplified Capacity Assessment (SCAN) in accordance with Annex 2;
- 3- Supporting documents requested in the Simplified Capacity Assessment (SCAN).

9. BUDGET

UNDP is allocating an all-inclusive¹ total budget of **USD 85,000** for this assignment distributed as follows:

Group of injured and disabled: USD 40,000

Group of youth: USD 29,000

Group of young women: USD 7,500

Management fees: USD 8,500

NGOs wishing to apply shall detail in their proposal the allocation of budget per task (as listed in the scope of works) as well as all additional fees.

Budget allocation would include for example the Staff / Facilitators / Trainers / Experts / Volunteers fees; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.

10. TERMS OF PAYMENT

Payment will proceed as following:

- 40% of the contract amount upon receiving the revised list of activities and their development plan; receiving the invoice and UNDP acceptance.
- 40% of the contract amount upon completion of the capacity building and coaching sessions, data collection exercise, establishment of the theatre team, and preparation of the conference; receiving the invoice and UNDP acceptance.
- 20% of the contract amount upon completion of all activities, receiving the invoice and UNDP acceptance.

¹ Budget allocation would include, for example, but to be limited to: Remuneration of Staff / Trainers / Experts / cost of equipment to be procured, installation and maintenance fees of different equipment; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.

11. ANNEXES

Annex 2: Simplified Capacity Assessment (SCAN) template.

Annex 3: Proposal template.

12. CLOSING DATE OF THE SUBMISSION

A completed Simplified Capacity Assessment (SCAN) [Annex 2] and Proposal [Annex 3] with requested supporting documents must be submitted to UNDP Lebanon by no later than **Thursday 24 August 2017, 3:00 pm Beirut Local Time.**

One Original and one copy of the documents should be submitted in a sealed envelope to the following address:

Contact Person: Procurement Unit

Name of Office: UNDP Lebanon

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