

Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy):

Developing Mechanisms of Social Stability in Bekaa area.

Project Title: Peace Building in Lebanon Project.

Period of assignment/services: 13 months.

1. Background and Objectives

In 2013, the impact of Syrian refugees' influx expanded to most Lebanese communities. Signs of conflicts between Lebanese and Syrians became clear in many host communities, with intensities varying based on the respective regions' social and economic context. Citizens and municipalities were left alone to deal with its implications, with no guidance or capacity to differentiate between the political and humanitarian aspects. The municipalities suffered from overload and faced many challenges when it came to managing the situation. UNDP and through its new "Stabilization and Recovery Programme" started addressing the new challenges caused by the impact of the Syrian crisis on Lebanese host communities through working on three sectors: basic services, livelihood and social stability. Under the last sector and through the Peace Building in Lebanon Project, an initiative for improving social stability in Lebanese host communities impacted by the Syrian crisis was launched.

In the last four years, UNDP Peace Building in Lebanon through the Lebanon Host Communities Support Programme project team has worked in more than 75 villages on establishing Mechanisms for Social Stability. Through a participatory approach, consultants have supported local communities to develop their own mechanisms for addressing social tensions and instability. These mechanisms have taken different forms and have contributed in decreasing tensions and strengthening social stability.

The established mechanisms aimed at preventing or reducing tensions between local communities' groups. As part of the MSS, several communities have set up Socio Cultural (SC) to create a common space for the community to hold all types of social activities in order to promote communication between everyone and to enhance social cohesion; on another hand, Socio-Economic (SE) committees were also established to promote peace building through addressing socio-economic challenge. The SE committees aimed at developing social business ideas with the aim of creating livelihood opportunities that also strengthen social stability in the community. SE committees have been established and trained in social entrepreneurship, business development and business coaching. The SE committees are linked to the socio-cultural committees and have benefitted from their peacebuilding activities and visibility in the community. One major challenge that the SE committees are currently facing is the difficulty of attracting funding for the business ideas that might be implemented in their villages.

This challenge will be partly addressed by UNDP and other key UN agencies such as ILO and UNICEF through a joint programme, through strengthening the role of committees in identifying and directing

Lebanese and Syrian youth to specific job creation and vocational training opportunities, thus bolstering the viability and influence of SE committees in three communities in Central and North Bekaa where job-related tensions and economic strain are impacting social stability (primarily between the Lebanese host community and Syrian refugees).

Focusing on locations where tensions pertaining to local economic conditions have shown signs of leading to broader escalations, UNDP will focus on enhancing engagement of 'youth at risk' through a range of livelihoods and social stability activities and, importantly, strengthening the linkages and complementarities between the two. In addition, UNDP will seek to facilitate contact between Lebanese and Syrian refugee youth, with a view to reducing tensions (including those related to job competition) and providing avenues for greater community engagement as well as livelihood opportunities.

In order to carry out the aforementioned tasks, UNDP is requiring the services of an individual consultant to work on launching or creating Socio-Economic (SE) committees in three villages in Bekaa governorate, and to work with the SE committees on developing their business plans to mitigate tensions and prevent conflict; by building and strengthening their capacities and assisting the SE committees to integrate peacebuilding approaches in livelihood interventions.

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

The consultant will be responsible of the following:

- 1- Support UNDP in updating the conflict analysis situation in each of the three selected communities;
- 2- Support UNDP in reviving the established Mechanism for Social Stability with emphasis on the Socio-Economic committees and train its members on how to link between the social stability and socio-economic and agree on internal structure and terms of references;
- 3- Identify new local actors representing all different local groups to take part in the SE committees;
- 4- Strengthen the youth engagement in their communities through social stability and support and conflict resolution approaches;
- 5- Support local actors in developing relevant business plans to respond to the main causes of conflicts. This will be done through capacity building sessions, workshops, retreats, coaching.
- 6- Provide and equip the SE committees' members with innovative social entrepreneurship ideas tackling the priority problems found in every village and set by the committee in coordination with the municipal council and that would promote local socio-economic development;
- 7- Make sure that the SE committees have the relevant codified rules and regulations, are able and provide technical support for idea bearers to ensure that their business ideas are sustainable.

In this context, the consultant is required to undertake the following activities:

1- Revise the proposed work plan and methodology (Suggested working days:2)

The consultant will revise his/her proposed workplan and methodology submitted as technical proposal and provide a final project work plan and methodology covering all the activities along with a chart showing detailed list of tasks, duration and schedule per task and allocated resources (resources and or other relevant identified type of resources per task shall be included in the proposal. In other words, the bid shall include the consultant's resources as well as other dependencies which affect the project duration). Once approved by UNDP, the work plan and methodology shall be adopted and shall form the basis for project supervision and monitoring.

2- Capacity building sessions including the report to be submitted (Suggested number of working days: 60 over three months duration)

- Update the conflict analysis report in the three selected localities;
- Devote special time and effort to help UNDP identify key stakeholders to join the SE committees and to commit to be engaged in the full capacity building process;
- Reach out for new members to join the committees to ensure inclusiveness, thus achieve a more comprehensive participation and representation of the local the context
- Work with the SE committees to integrate peacebuilding concept into livelihood interventions.
- Empower the SE committees' members to play an initial role in the recruitment process of the beneficiaries and in Lebanese and Syrian youth to specific job creation;
- Provide intensive capacity building sessions to enhance the capacities of the SE committees' members to be able to link between the social stability and socio-economic initiatives;
- Provide the SE committees with the needed tools and skills to develop funding strategies.

3- Coaching sessions and Business development plan (Suggested number of working days: 90 over 10 months duration)

- The individual consultant will follow up on the development of the business plans to ensure and strengthen the synergies and complementarities between the social stability and socio-economic initiatives;
- Work with the SE committees to support them during the design of socio-economic activities based on analysis of socio-economic resources and capacities
- Ensure the continuation of the SE committee and the success of the business development processes;
- Provide the needed support for the SE committees through coaching and on-field experiences to continue the cycle of identifying local priorities and collecting local ideas to solve priority problems.

3. Expected Outputs and deliverables

The following sections detail the expected outputs from the Consultant for each required activity. They are intended as guidelines. The Consultant is expected to provide input based on his own knowledge and experience.

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 reports should be in English.

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 seven 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:

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

DELIVERY SCHEDULE

The Consultant is expected to complete and submit the following deliverables within 13 months, starting contract signature, as detailed in the table hereafter.

Outputs	Deliverables	Estimated Duration to Complete	Due dates	Review and Approvals Required
Final work plan and methodology	Submission of a final work plan and methodology of work	2 working days	1 week after signature of the contract	Project Manager
Update of the conflict analysis report	Submit an updated report on the conflict situation of the 3 villages	15 working days	1 month after the signature of the contract	Project Manager
Capacity building sessions	Conduct capacity building sessions and present a report containing all the results along with the needs, tensions and societal dynamics and	45 working days	3 months after the signature of the contract	Project Manager

	recommendations for the coming phase			
Coaching sessions	Submit a detailed report on: the progress of the coaching sessions and the structure of the SE committees in the 3 targeted villages.	90 working days	13 months after the signature of the contract	Project Manager

4. Institutional arrangements

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

The consultant will liaise with the Project Manager and the Social stability sector Coordinator during performing his work.

For the purposes of this project, the UNDP responsibilities can be summarized as follows:

- Ensure that all personnel concerned in the system are constantly informed of the project activities to secure their involvement and ownership during and after implementation;
- Follow-up the project throughout its cycle;
- Supervise assignment implementation and progress; in case of problems suggest solutions and report suggestions for improvement;
- Monitor, evaluate and document project conclusions;
- Promptly address issues which may hinder or delay the progress of the project;
- Arrange and facilitate meetings prior and during project implementation;
- Arrange contact and meetings with key stakeholders;
- Receive project deliverables and prepare for any discussions, presentations or meetings that will cover the approval activities for deliverables of all implementation phases;
- Assist the selected Contractor in executing tasks in the best way and ensure the maintenance of confidentiality of data.

The Consultant, in addition to fulfilling the requirements specified in this document, is responsible of:

- Project planning, follow-up and contingency planning;
- Maintain an updated work schedule;
- Notify UNDP in writing, upon the successful completion of each milestone and provide all supporting documentation;
- Document minutes of meetings throughout the project lifecycle. This shall cover all meetings including those where major decisions are taken;
- Maintain confidentiality of data;
- Logistic costs related to the capacity building sessions and coaching sessions.

5. Duration of work

The tasks will be completed within 13 months after contract signature.

6. Duty station

The consultant will be conducting the work in the Central and North Bekaa.

Meetings and all the activities related to the consultancy are conducted in the targeted area.

Further meetings might be organized in Beirut as well depending on the needs identified.

The consultant shall rely on his/her own means of transportation, communication, etc and shall take these fees into consideration while preparing the offer.

7. Requirements for experience and qualifications

a. Academic Qualifications:

University degree in social science, economics, sociology, political science, Economic Development, public administration, international affairs, or any other related field.

MA is a plus.

b. Years of Experience:

- A minimum of 3 years' experience in conducting conflict analysis;
- A minimum of 7 years of relevant experience in providing training sessions on socio economic related skills, crisis management, project cycle management and other topics related to the empowerment of local actors and social entrepreneurship;
- A minimum of 3 years in facilitating similar conflict prevention mechanisms;
- Experience working with municipalities and local actors in conflict zones;
- Experience working on peacebuilding

c. Competencies:

- Excellent analytical, negotiation and communication skills;
- Excellent training and facilitation skills;
- Excellent reporting and writing skills in English;
- Proven impartiality and cultural and human rights sensitivity;
- Ability to build strong relationships with local actors using inter-personal skills;
- Ability to network effectively;
- Ability to work under pressure and meet deadlines and handle multiple tasks simultaneously;
- Ability to adapt quickly to new working environments, to establish and maintain good working relations with individuals of diverse backgrounds and cultures;
- Excellent command of Arabic language and good command of English. French is a plus;
- Good knowledge of the context, peacebuilding and the impact of the Syrian crisis on Lebanon and host communities.
- Knowledge of and previous experience working in the Bekaa is a plus.

8. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in a lump sum amount which should be all inclusive¹ noting that the contract price is fixed regardless of changes in the cost components:

Terms of Payments:

- 1st payment: 30% of the lump sum amount upon submission of the updated conflict assessment and analysis report and UNDP acceptance.
- 2nd payment: 30% of the lump sum amount upon submission of the detailed report on the final social stability mechanism structure and the completion of capacity building sessions and UNDP acceptance;
- 3rd payment: 40% of the lump sum amount upon completion of all tasks and deliverables and submission of the final report including details and documentation of the process, results and the sessions of the coaching process, the results, the recommendations, the best practices and the lessons learned and UNDP acceptance.

7. Criteria for selection of the best offers

The offers will be evaluated based on Combined Scoring method (70% 30%).

a) The technical evaluation criteria will be as follows:

Criteria	WEIGHT	MAX. POINTS
Technical	70 %	100
Experience:		60
Having relevant experience in conducting conflict analysis (max 20 points) <ul style="list-style-type: none"> - 3 years (15 points) - More than 3 years (20 points) 		20
Having relevant experience in providing training sessions on peace building related skills, crisis management, project cycle management and other topics related to the empowerment of local actors (max 20 points) <ul style="list-style-type: none"> - 7 years (15 points) - More than 7 years (20 points) 		20
Having relevant experience in facilitating similar conflict prevention mechanisms (max 10 points) <ul style="list-style-type: none"> - 3 years (5 points) - More than 3 years (10 points) 		10
Experience working with municipalities and local actors in conflict zones (4 points) + in Bekaa (6 points)		6
Experience with UNDP or other UN agencies (4 points)		4
Academic Qualifications:		10

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

University Degree in social science, economics, sociology, economic development, political science and peace building, or any other related field <i>Bachelor degree (5 points)</i> <i>Master's degree (7 points)</i> <i>PHD (10 points)</i>		10
Competencies:		10
Knowledge of the context, peacebuilding and the impact of the Syrian crisis on Lebanon and host communities (5 points)		10
Methodology and workplan (15 points) No methodology and workplan submitted (0 points) Irrelevant methodology and workplan (0 points) Relevant and satisfactory methodology and workplan (10 points) Relevant and good methodology and workplan (15 points) Relevant and very good methodology and workplan (20 points)		20
Financial (lower offer)	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

b) Financial Proposal:

Interested candidates shall submit all-inclusive fixed lumpsum and ensure that all costs are duly incorporated in the financial proposal submitted to UNDP.