

## **Terms of Reference**

**National or International consultants:** International consultant

**Description of the assignment (Title of consultancy):** consultant/coordinator for the Lebanese-Palestinian Expert Group at the Common Space Initiative.

**Project Title:** Support Office for Consensus Building, Civil Peace, and Constitutional Strengthening

### **1. Background**

This project supports consensus building, sustainable civil peace, constitutional strengthening and stakeholder dialogues in Lebanon. The support is provided through technical assistance, technical information and shared knowledge resources, collective and action research, facilitation of permanent dialogue forums, common meeting spaces for stakeholders, expertise and other essential resources.

The Lebanese-Palestinian Dialogue Expert Group is an inclusive, permanent dialogue forum. It provides shared knowledge resources to all relevant stakeholders to strengthen relations at national and local levels and jointly generate policy options on key issues related to Lebanese and Palestinian communities.

The Common Space Initiative requires the support of a consultant/coordinator for the Lebanese-Palestinian Dialogue Forum, please find below more needed details:

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

1. Advise on design of the field research and providing assessment and comments on the Lebanese-Palestinian research
2. Support the preparation, implementation and monitoring of the dialogues meetings.
3. Provide ongoing needs assessment and relevant service provision areas as per the needs of the concerned.
4. Maintain communications and manage networking with members of Expert Group, representatives of the political parties, other relevant structures and civil society groups as agreed to the requirement of the project.
5. Work as part of the Common Space Initiative support team to provide process, knowledge sharing, deadlock-breaking and dialogue support to the group.

6. Advise on strategic development of key issues in terms of process, ripeness and facilitation.
7. Assess Experts Groups collective and individual members' concerns and advise Common Space Initiative and members on addressing these in the common interest of all.
8. Support in the editing of all issues of the Policy Dialogue Series – Lebanese-Palestinian Relations.

### 3. Expected Outputs and deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<b>Deliverable 1:</b> Draft “Vision 2” of the Lebanese-Palestinian relations out of the meetings’ deliberations (the coordinator will put it together)	3 months after contract signature	Chaden El Daif
<b>Deliverable 2:</b> The strategy and work-plan for the Forum and each task group are documented out of the meetings’ deliberations	3 months after contract signature	Chaden El Daif
<b>Deliverable 3:</b> First draft of the report on the realities and updates of the labor rights of Palestinian refugees in Lebanon is drafted and presented for adoption	6 months after contract signature	Chaden El Daif
<b>Deliverable 4:</b> First draft of the report on the realities and updates on the property rights of Palestinian refugees in Lebanon is drafted and presented to Forum for adoption	8 months after contract signature	Chaden El Daif
<b>Deliverable 5:</b> Updated and new information and data on Lebanese-Palestinian relations are submitted to the forum	10 months after contract signature	Chaden El Daif
<b>Deliverable 6:</b> All issues (reports, internal circulars, statements, policy-papers etc.) of the Policy Dialogue Series – Lebanese-Palestinian Relations are well drafted, edited and submitted to Forum	12 months after contract signature	Chaden El Daif

#### **4. Institutional arrangements**

The Consultant/Coordinator will be directly responsible towards the Chief Technical Advisor will work closely with the facilitator, researcher and the facilitation team.

The Consultant/Coordinator is required, in coordination with the facilitation team, to report on LPDF's progress on a quarterly basis to the Chief Technical Advisor. Subsequently, the Support Office for Consensus Building, Civil Peace, and Constitutional Strengthening will be reporting to UNDP Lebanon on the achieved progress.

#### **5. Duration of work**

The Consultant/Coordinator is required to cover one year of work for his employment under this contract. The duration is expected to start on April 1<sup>st</sup>, 2018 and until March 30<sup>th</sup>, 2019 (133 days of work).

#### **6. Duty station**

The Consultant/Coordinator duty station will be at the Support Office for Consensus Building, Civil Peace, and Constitutional Strengthening premises in Beirut – Down Town. In addition, possible travels to regions around Lebanon are possible to conduct some activities related to LPDF's work.

#### **7. Requirements for experience and qualifications**

##### I. Academic Qualifications:

University Degree (a master degree or equivalent) in Social Sciences, Political Science, Law, Refugee studies, Peace studies or related fields.

##### II. Years of experience:

The consultant/coordinator is required to have a minimum of 20 years of relevant experience.

##### III. Technical experience:

The consultant/coordinator is required to prove strong, solid and long experience in the fields of Lebanon refugee camps and the Lebanese-Palestinian relations.

##### IV. Competencies:

- Proficiency in the use of computer (Microsoft Office)
- Advanced communication skills included proficiency in written and spoken Arabic and English Languages. Knowledge of French is a plus.
- Strong analytical Skills
- Experience with working in large teams and dealing with different stakeholders
- Ability to meet deadlines and prioritize multiple tasks

## **8. Scope of Price Proposal and Schedule of Payments**

The schedule of payments is as follow:

- **1<sup>st</sup> payment: 20% of the total contract amount upon completion and submission of deliverable 1**
- **2<sup>nd</sup> payment: 20% of the total contract amount upon completion and submission of deliverable 2**
- **3<sup>rd</sup> payment: 20% of the total contract amount upon completion and submission of deliverable 3**
- **4<sup>th</sup> payment: 20% of the total contract amount upon completion and submission of deliverable 4**
- **5<sup>th</sup> payment: 10% of the total contract amount upon completion and submission of deliverable 5**
- **6<sup>th</sup> payment: 10% of the total contract amount upon completion and submission of deliverable 6**