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Annex 1
Terms of Reference TOR
For the Engagement of a Local NGO through a Responsible Party Agreement (RPA)

Project name: Peace Building in Lebanon, Phase 3
Project ID: 00088560
Type of Contract: **Responsible Party Agreement (RPA)**

Assignment: Support established “Groups” in selected villages in South Lebanon in implementing their Mechanisms for Social Stability (MSS).

1. BACKGROUND

Since 2008, UNDP has been working closely with local authorities and local actors (municipal council members, *mukhtars*, etc.) all over Lebanon to empower their role in conflict management and peace building.

In 2013, the impact of Syrian refugees’ influx expanded to most Lebanese communities. Signs of different types of conflict between Lebanese and Syrians became clear in many host communities, with intensities varying based on the respective regions’ social and economic context. The municipalities suffered from overload and faced many challenges when it came to manage the situation at the local level. UNDP and through its Lebanon Host Community Support Programme started addressing 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 and Mechanisms for Social Stability (MSS) were established in more than 100 villages all over Lebanon. This activity aims at supporting and strengthening local mechanisms for solving disputes related to the influx of displaced Syrians at the local level as well as enhancing local capacities for dialogue and meeting spaces. It aims at building the skills of local actors and local authorities in mediating and thus increasing likelihood and reducing tensions among Lebanese local groups and between Lebanese and Syrian groups. From this perspective; 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.

The MSS process entails three phases:

- 1- Conflict analysis phase which is implemented through a series of advisory retreats and meetings with the municipalities and the community to study the root causes of the conflict, its actors and dynamics;
- 2- Mechanism development phase is conducted through training and discussion sessions, where a strategy reflecting the characteristics and elements of the local community is developed;
- 3- Mechanism implementation phase activating the role of the established mechanism (committees or groups) according to the priorities of each village.

2. OBJECTIVE

During 2017, UNDP started the implementation of the MSS process in 37 villages all over Lebanon; (8 villages in Mount Lebanon, 10 villages in South Lebanon, 9 villages in North Lebanon and 10 villages in Bekaa).

Based on the initial participatory conflict analysis exercise, specific mechanisms to be used as tools to prevent and decrease tensions were developed for each village in coordination with established “Local Working Groups (LWGs)” representing the municipalities and the local actors in this area. These “LWGs” have developed their action plans and prepared their activities in order to launch and implement their MSS.

UNDP is engaging a national NGO as Responsible Party to support established LWGs and identified stakeholders to develop their capacities, launch their Mechanisms and design sustainable intervention tools and plans.

The Responsible Party engaged will work on improving the capacity of the leaders to take leadership in the targeted areas and to increase trust and confidence among the population and decreasing violent incidents. The Responsible Party will also help them implement their activities in the most impact oriented manner.

3. SCOPE OF WORKS

The Responsible Party is required to offer technical and functional support to the “LWGs” in the targeted areas in South Lebanon and will undertake the following tasks:

3.1. Revise and consolidate proposed activities

Each ‘LWG’ has developed a specific activity or set of activities to launch/implement their MSS. If need be, the Responsible Party will study, revise and consolidate the proposed social activities through consultations and meetings with UNDP Peace Building in Lebanon Project team.

The activities should serve efficiently and effectively the objectives outlined by the Mechanisms.

3.2 Support the LWGs to implement their activities

The Responsible Party will deliver 3 to 4 training and coaching sessions for each ‘Group’ on the roles and responsibilities of the ‘Group’ members during the implementation of the social activities. The content of the sessions will be tailored based on the “LWGs” designed activities and/or their needs.

The Responsible Party will provide technical aspects of the following planned activities and will follow up and support the ‘LWGs’ before, during and after the implementation of these activities.

3.2.1. The planned activities in the South Lebanon Governorate villages are as follows

Ansar and Hasbaya

Organizing a summer camp per village to launch the **Career & Education Guidance Plan** that aims to involve all segments of the society in social work, especially the young generation, to become more actively engaged in civic and municipal affairs. The summer camp will also include different activities (1) to empower youth (such as training sessions and capacity building activities), and (2) to ensure continuity and sustainability of cooperation and coordination among the LWG members and the local authorities and partners.

The budget allocated for Ansar is around 20,700\$.

The budget allocated for Hasbaya is around 20,700\$.

Bqosta & Safad El Batikh

Organizing a weeklong sports event to (1) encourage the participation of the youth in the preparation and execution phases of the suggested actions, (2) to promote an environment of cooperation among the youth, and (3) to plan for future activities that enhance social stability within the internal community along with the surrounding villages.

The budget allocated for Bqosta is around 20,000 USD.

The budget allocated for Safad El Batikh is around 10,000 USD.

Chebaa

Preparing a full week of activities in order to (1) bring the community of Chebaa closer, (2) enhance the cohesion among competing families through participation in common activities, (3) enhance the relation between the local community and the municipality to ease the tension arising amongst biggest families and the municipal board.

The budget allocated is around 21,700 USD.

Qrayeh & Baysariyeh

Launching an eco-tourism plan for the village that includes (1) capacity building for touristic guides, (2) preparing, enhancing and rehabilitating the touristic sites, and (3) networking with NGOs that support eco-tourism and partnering with the ministry of Tourism.

The budget allocated for Qrayeh is around 20,000 USD.

The budget allocated for Baysariyeh is around 10,000 USD.

Rmeich

Preparing a full week of activities in order to (1) bring the community of Rmeich closer, (2) enhance the collaboration of the Community Based Organizations (CBOs) and the NGOs in the village among themselves and with the local authority, and (3) enhance the cohesion among competing families through participation in common activities.

The budget allocated is around 18,700 USD.

Saksakiyeh

Launching an awareness campaign on waste management, waste sorting and recycling through awareness sessions and workshops targeting all inhabitants of the region. A work plan to reduce and treat the garbage will be set in order to provide a cleaner and healthier living environment.

The budget allocated is around 18,700 USD.

Zefta

Initiating a volunteering campaign to support youth loitering in streets becoming volunteers and taking active roles in municipal committees and implemented municipal activities. The volunteering campaign will aim to raise the capacities of the volunteered youth and to enhance the youth's participation in improving the society's well fair and resolving local issues.

The budget allocated is around 19,700 USD.

3.3. Support the LWGs to ensure their structural sustainability

The Responsible Party will facilitate sessions for the 'LWG' to support them ensuring a framework for sustaining the structures. Sessions might focus on ways of developing new or institutionalizing existing internal bylaws, structures of roles and responsibilities and medium to long term plans. The sessions, which could also take the form of trainings (to the groups or their beneficiaries), have to include topics related to sustainability, whether technically, administratively or financially. (up to 4 sessions per group).

4. EXPECTED OUTPUTS and RESULTS

The Responsible Party shall deliver the expected outputs and results within the following timeframe:

Expected Outputs and Results	Weeks 1 - 4	Weeks 4 - 12	Weeks – 12- 20	Weeks 20 - 28
Revise and consolidate the proposed activities				
Provide coaching and technical assistance to finalize the internal structure of each Group, (roles and responsibilities), and to develop a future action plan				
Support the LWGs in the implementation of their activities				
Follow up with the LWGs and provide capacity building sessions/training workshops on common and technical themes identified across the villages in addition to topics related to the sustainability of the structures				

5. DURATION OF THE ASSIGNMENT

The overall timeframe of the works is 28 weeks effective from the signature of the RPA (Responsible Party Agreement) with maximum expected completion date March 2019.

Time extensions, if deemed necessary, can only be granted through agreement extension. Urgent cases that could justify delays of works are mainly due to security reasons, 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 UNDP Peace Building in Lebanon Project Manager and Project team.

UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance or related published work related to the activity should be coordinated and approved by UNDP in advance.

Any visibility material or product produced for this assignment must be in the name of the local communities. Local communities have the ownership of the visibility material and product.

The roles of each party are identified in the sub-section below.

Roles and Responsibilities of Engaged Responsible Party:

- Allocate the proper and needed skilled personnel to carry out the project's activities;
- Ensure proper reach out to beneficiaries; in addition, 1 focal point to coordinate with the UNDP team;
- 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; venues; communication; food and beverages; accommodation; allowances; etc.
- Implementation 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;
- Facilitate meetings at the local level;
- Ensure Quality assurance.

7. REQUIRED QUALIFICATIONS

The national NGO shall have the following qualifications:

Experience:

- Minimum 3 years of relevant experience in implementing and monitoring Social Stability activities 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:

The National NGO shall include in his offer a proposal regarding the team composition and structure with recent CVs.

➤ **Team Leader who should have:**

- A Master Degree in political sciences, Management, Social Sciences or any related field;
- A minimum of 5 years managing similar projects;
- Proven work experience as a team leader or supervisor;
- Research capacity to conduct analysis and reporting and evaluate the outcomes of the process.

➤ **At least one area coordinator/facilitator Senior Trainer/facilitator to coordinate with the LWGs and facilitate the implementation and monitoring of the activities:**

These team members should have:

- A minimum of 5 years' experience in training and facilitation skills on peace building and conflict resolution;
- Proven experience in completing full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- Excellent knowledge of the Lebanese context and the context of the impact of the Syrian crisis on Lebanon in general and on the targeted community specifically;
- Proven knowledge in planning and coordination of a program and its activities;
- Ability to identify training needs and provide coaching;
- Ability to mobilize local communities and organize events in areas of implementation;
- Excellent communication and organizational skills.

➤ **Administrative and Finance support staff:**

These members should have:

- Previous experience in maintaining budget and tracking expenditures/transactions;
- Proven experience in reporting and analysis;
- Excellent communication and organizational skills.

8. REQUIRED DOCUMENTS TO SUBMIT

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

- 1- Preliminary methodology;
- 2- Proposal that shows the budget breakdown in accordance Annex 3;
- 3- Capacity Assessment;
- 4- Supporting documents requested in the Capacity Assessment to prove having the required qualifications.

9. BUDGET

UNDP is allocating an all-inclusive¹ budget of **USD 203,626** for this assignment.

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:

- 10% of the contract amount upon conducting discussion meetings with all LWGs and receiving the schedule of the trainings to be given to the LWGs and the activities time schedule; receiving the invoice and UNDP acceptance.
- 20% upon delivering 3 to 4 training and coaching sessions for each LWG on the roles and responsibilities of the LWG members; receiving the invoice and UNDP acceptance.
- 10% of the contract amount upon receiving the revised list of activities and their development and action plan; receiving the invoice and UNDP acceptance.
- 30% of the contract amount upon completion of 50% of the activities; receiving the progress report with the invoice and UNDP acceptance.
- 20% of the contract amount upon completion all the activities; receiving the progress report with the invoice and UNDP acceptance.
- 10% of the contract amount upon completion of the facilitation sessions for the 'LWG' to support them ensuring a framework for sustaining the structures; receiving the invoice and UNDP acceptance.

11. ANNEXES

Annex 2: Capacity Assessment.

Annex 3: Proposal template.

¹ The term "All inclusive" implies that all costs (transportation fees, professional fees, travel costs, living allowances, communications, consumables, coaching, training and logistics, staff, rental, food and beverages etc.) that could possibly be incurred by the NGO are already factored into the final amounts submitted in the proposal.