

## Terms of Reference

**National or International consultants: National consultant**

**Description of the assignment (Title of consultancy): Media Monitoring Expert**

**Project Title: Lebanese Elections Assistance Project (LEAP)**

**Period of assignment/services: 3 months**

### 1. Background

UNDP Lebanese Electoral Assistance Project (LEAP) has the main objective to strengthen the capacity of stakeholders for the conduct of transparent and inclusive elections in Lebanon. Through a multi-component approach, the project has the intended outcomes of providing technical assistance and support in the following key electoral areas: (1) management and administration of Elections (2) supervisory commission for elections (3) provision of voter education initiatives (4) resolution of electoral disputes, and (5) initiatives to improve election opportunities for women.

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

- Provide technical assistance and advisory support to the SCE in the process of drafting the final report and associated documents;
- Contribute to the research and data analysis for the development of the media monitoring report;
- Participate in planning and assessment exercises leading to the timely completion of the media monitoring requirements of the SCE;
- Cooperate and coordinate with SCE personnel involved in the drafting and development of the report;
- Help build the capacity of the SCE relevant personnel in the area of media monitoring;
- Fulfill any other reasonable request from SCE.

### 3. Expected Outputs and deliverables

If feasible, a table similar to the one below is desired in order to clearly summarize the above details:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review &amp; Approvals Required</b>
<b>Deliverable 1:</b> - Participate and contribute in the gathering and categorizing of relevant data for the development of the media monitoring report;	1 month after contract signature	July 2018	LEAP CTA

<ul style="list-style-type: none"> <li>- Assistance to the SCE to develop work-plan and timelines for the development and drafting of the report provided;</li> <li>- Support to the SCE to contact relevant stakeholders and collect relevant data for the drafting of the report given.</li> </ul>			
<p><b>Deliverable 2:</b></p> <ul style="list-style-type: none"> <li>- Support the SCE in the quantitative and qualitative analysis of the available data</li> <li>- Assistance to the SCE in the development of the content and organization of the report based on objectives as per the SCE requirements provided;</li> <li>- Support in the initiation of the report and drafting of the first paper given.</li> </ul>	2 months after contract signature	August 2018	LEAP CTA
<p><b>Deliverable 3:</b></p> <ul style="list-style-type: none"> <li>- Support the SCE to complete the draft report for media monitoring provided;</li> <li>- Participate in consultations and meetings regarding the development of the report;</li> <li>- Assist in the consolidation and revision of the final report.</li> </ul>	3 months after contract signature	September 2018	LEAP CTA

#### 4. Institutional arrangements

The Consultant will be directly supervised by the CTA and by the head of the SCE.

#### 5. Duration of work

The duration of the assignment will be 3 months.

#### 6. Duty station

The consultant's duty station will be working at the premises of the SCE in Beirut.

#### 7. Requirements for experience and qualifications

##### I. Academic Qualifications:

MA in Information and/or Media studies

##### II. Years of experience:

Minimum of 10 years of relevant experience

##### III. Technical experience:

- Proven experience in monitoring of media's election coverage including use of software
- Proven high level experience within media organizations
- Experience in working directly with Electoral Management Bodies, with a focus on provision of technical advice and/or capacity building
- Experience in management of communications/policy units.
- Demonstrated expertise in the development and implementation of large-scale, nationally-based media programs.
- Demonstrated understanding of the media environment with in Lebanon.
- Demonstrated understanding of the ethical responsibilities of journalists and broadcasters.
- Commitment to a free media.
- Proven experience or familiarity in electoral processes
- Outstanding communication and excellent interpersonal skills and sensitivity to highly politicized environments
- Ability to collect and analyze information and data.
- Cultural awareness and sensitivity
- Excellent report writing skills.
- Computer literacy in Microsoft Software and IT packages.

#### IV. Competencies:

- Familiarity with electoral best practices and international standards in elections
- Excellent organizational skills and attention to detail
- Excellent team management skills;
- Excellent written and spoken Arabic; and English language skills required
- Good computer skills; proficiency in standard computer applications (e.g. Word, Excel);
- Excellent interpersonal and communication skills;
- Ability to self-motivate and work independently, but also as part of a team;
- Experience of data collection, entry and maintenance as well as good understanding of database management is an asset.