



Annex I

Terms of Reference (TOR)

A. Project Title: Live Lebanon

B. Project Number: 00072567

C. Subject: Fundraising and Partnerships Consultant

D. Project Description

Live Lebanon is UNDP's initiative to engage Lebanese living worldwide and private sector in supporting development efforts in some of Lebanon's most deprived areas, and thereby contributing to the elimination of regional disparities. The initiative builds upon the long tradition of support from the Lebanese Diaspora through strengthening the connection between local communities in Lebanon and Lebanese expatriate institutions and individuals worldwide.

The initiative currently engages expatriates through both online and offline mechanisms. Indeed, www.livelebanon.org currently serves as the main gateway to the initiative's work. There, visitors can find more information about implemented projects and those needing support. The website also offers the functionality of donating through an online payment system. At the same time, UNDP Lebanon has appointed several Goodwill Ambassadors who promote and advocate for the initiative in their countries and/or regions of appointment.

E. Scope of Work

One of the main components of Live Lebanon is the establishment of partnerships, fundraising and the creation of appropriate marketing tools to secure the needed funds for Live Lebanon projects. Since Live Lebanon's funds come directly from private donors (companies and individuals), Live Lebanon must ensure the proper communication of its achievements through sound marketing tools. Accountability to our donors and the establishment of good relationships with the partners is a key for the project's sustainability.

The Fundraising and Partnership Consultant will be responsible for ensuring proper networking and partnerships as well as managing contacts and relationships with national committees, Goodwill Ambassadors, NGOs as well as private sector to share various aspects of aiming at improving implementations of documentations to inform partners and create its interest to Live Lebanon projects.

A handwritten signature in black ink, located at the bottom right corner of the page.

F. Expected Outputs and Deliverables

- I- Secure funding for a minimum of 5 Live Lebanon projects (average fund per project equal to USD 50,000) through sponsorships, creation of partnerships, galas, concerts and other fundraising events;
- II- Organize two big events for fundraising purposes in 2013;
- III- Develop a media partnership with a TV channel and maintains communication channels with already existing partnerships;
- IV- Organize at least 4 activities involving Live Lebanon partners' employees or new partners (volunteering, visiting projects, fundraising for projects, etc.);
- V- Keep the social media tools and website up to date and boost number of social media followers

G. Institutional Arrangement

- a) The Fundraising and Partnerships Consultant will coordinate with Live Lebanon team and report to the Social and Local Development Programme Manager.
- b) The Fundraising and Partnerships Consultant shall submit quarterly progress reports.

H. Duration of the Work

The duration of the assignment is for 12 months.

I. Duty Station

The Fundraising and Partnerships Consultant should be present at Live Lebanon office during the assignment.

J. Qualifications of the Successful Individual Contractor

- I- **Academic Qualifications:**
 - a. Graduate degree in International Relations, Political Science, business administration or related field.

II- Years of Experience:

- a. Relevant experience of not less than 4 years in the framework of development field of similar projects for at least 4 years.
- b. Proven experience in the fields of partnership development, event organization and/or fundraising

III- Competencies:

- a. Proficiency in the use of computer programs such as outlook, power point and social tools.
- b. Excellent writing, editing and oral communications skills in English and French. Spoken Arabic knowledge is an asset.
- c. Excellent public speaking and presentation skills
- d. Networking and customer service oriented attitude
- e. Team player with the ability to maintain good work relations with individuals of different backgrounds, and to work under pressure.

K. Scope of Price Proposal and Schedule of Payments

The consultant shall be paid on daily basis. In this respect, the consultant shall take into consideration the following:

- i) The Daily fee must be all-inclusive (professional fees, travel costs, living allowances, communications, consumables); and
- ii) An IC Time Sheet must be submitted by the Fundraising and Partnerships Consultant, duly approved by the Social and Local Development Programme Manager, which shall serve as the basis for the payment of fees.