

Terms of Reference

National or International consultants: National Consultant

Description of the assignment (Title of consultancy): Post-Elections Media Monitoring Assistant

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

- Assist in the preparation of the final technical report, in liaison with the statistical expert, the editor of SCE final report and SCE member on media monitoring data.
- Help with the collection of data as per the request of SCE chairman and/or the editor of SCE final report.
- Contribute to the briefings and trainings.
- Assistant in the preparation of an internal final technical report including lessons learnt and recommendations.
- Maintain media material archives (DVDs, newspapers, hard copies of coding forms).
- Maintain relevant internal databases and files, including ensuring backups of the data.
- Maintain records of any documents received from and delivered to third parties.
- Perform any other duty required for the good functioning of the Media Monitoring Unit.

3. Expected Outputs and deliverables

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

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review & Approvals Required

Deliverable 1: <ul style="list-style-type: none"> - Data gathered as per the request of SCE chairman and/or the editor of SCE final report. - Contributed to the briefings and trainings. - Maintained relevant media material archives. 	1.5 months after contract signature	Aug - Sept 2018	LEAP CTA
Deliverable 2: <ul style="list-style-type: none"> - Contributed to the final technical report including lessons learned and recommendations. - Maintained records of internal databases. 	3 months after contract signature	Sept - Oct 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: B.A in media studies, information, communication

II. Years of experience: Minimum of 5 years of relevant experience

III. Technical experience:

- Experience in working directly with Electoral Management Bodies,
- 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.

IIV. Competencies:

- Excellent organizational skills and attention to detail
- Excellent team management skills;
- Excellent written and spoken Arabic; French or English language skills required
- Interest in politics and the media;
- 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;
- Previous experience in media monitoring is an asset;
- Experience of data collection, entry and maintenance as well as good understanding of database management (particularly MS Access) is an asset

8. Scope of Price Proposal and Schedule of Payments

Deliverables/ Outputs	Estimated Duration to Complete	Payment Schedule
Deliverable 1: <ul style="list-style-type: none"> - Data gathered as per the request of SCE chairman and/or the editor of SCE final report. - Contributed to the briefings and trainings. - Maintained relevant media material archives. 	1.5 months after contract signature	50% of the total contract amount upon completion, submission and acceptance of deliverable 1
Deliverable 2: <ul style="list-style-type: none"> - Contributed to the final technical report including lessons learned and recommendations. - Maintained records of internal databases. 	3 months after contract signature	50% of the total contract amount upon completion, submission and acceptance of deliverable 2