Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy):
Producing a publication on the contribution of UNDP to social stability in Lebanon at the local level through the Mechanisms for Social Stability (MSS) model.

Project Title: Peace Building in Lebanon Project, 88560.

Period of assignment/services: 3 months.

Background Information

The Lebanon Host Communities Support Project (LHSP) and Peace Building
The Ministry of Social Affairs (MoSA) jointly with the United Nations Development Programme (UNDP) launched the "Lebanese Host Communities Support Project" (LHSP) in 2013 as a comprehensive, coordinated and durable response towards the Syrian Refugee Crisis and its implications on the country. The project was developed under the overall Lebanon response to the crisis (Lebanon Crisis Response Plan – LCRP). The aim of LHSP is to strengthen national and local institutional capacities for the response to the impact of the Syrian crisis while, and at the same time to address pre-existing tensions, which have been exacerbated by the current situation.
LHSP seeks to promote social stability, specifically in the areas affected by the Syrian crisis, through improving livelihood and service provision.

The project aims to achieve three main goals:
1. Increase livelihoods and economic opportunities mainly in affected areas.
2. Strengthen the capacity of local and national actors to assess and respond to the needs and risks through a community participatory driven and conflict sensitive approach.
3. Enhance social stability through improving local level dispute resolution and community security.

The activities under social stability are directly implemented by the UNDP Peace Building in Lebanon project which has been working since 2007 on addressing the root causes of conflicts in Lebanon and which has been focusing since 2013 on addressing the new layer as well in the national conflict scene, which is directly linked to the impact of the Syrian crisis on Lebanon.

Since 2014, UNDP in partnership with the Ministry of Social Affairs (MoSA), has been working on supporting local authorities and local actors in improving crisis management in more than 100 communities in Mount Lebanon, Bekaa, North and South Lebanon, among those hosting Syrian refugees. As part of this process, Mechanisms for Social Stability (MSS) have been developed and committees focusing on socio-cultural, conflict mitigation and dialogue issues established. Through the MSS, UNDP aims at providing a safe, common space for community groups to discuss their concerns, and to develop, in partnership with the municipalities a strategy to reduce tensions through the development of the Mechanisms. These Mechanisms work under the umbrella of the municipalities to achieve the following objectives:
1. Promote social stability by addressing social challenges facing both Lebanese communities and Syrian refugees;

2. Invigorating the role of the municipality in mitigating conflict and alleviating the crisis through capacity building; and
3. Building trust between the municipality and citizens, donors, refugees, and civil society through a medium to long-term strategy for mitigating conflict and alleviating the crisis

Several organizations, besides UNDP, work at the municipal level with supporting different types of committees or structures. UNDP's approach to develop and support MSS is based on a flexible approach, but typically involves three steps:
1. Locally lead conflict Analysis (based on the System Conflict Analysis methodology), taking into consideration not only the impact of the current Syrian crisis but also the historical background and the root causes of conflict;
2. Development of Mechanisms for Social Stability as a response to the conflict dynamics while at the same time training the members of the committees or structures on proposal writing, project management, needs assessment, communication with government, INGOs, peacebuilding, conflict resolution, and crisis management skill; and
3. Support the on-going work of the Mechanisms and its implementation of certain projects based on action plans.

The Mechanisms for Social Stability are based on the principles of interaction, participation and respect aiming at enabling the municipality to shift perceptions of threat and discrimination. This is achieved by encouraging common activities and easing relations between Lebanese among each other, and Lebanese Syrians, especially those in the Bekaa, South and Akkar.

Objectives & Tasks

There are many pieces of evidence demonstrating the results achieved by the Peace Building project. There is a need to document and summarize this experience for sharing and collective learning at the national level. Consequently, the first objective of the consultancy is to review the existing evidence on how the MSS has contributed to Social Stability in the targeted areas since 2014 until now. The second objective is to raise awareness about the MSS results through a publication on the MSS process/ initiative of Peace Building Project and its major contribution to social stability at the local level in Lebanon. The objectives are expected to be achieved through the implementation of the following tasks:
1. Collect and document information on the MSS experience of UNDP Lebanon/ experience in this field;
2. Review existing evidence supporting project's contribution to the social stability sector at the local level in the targeted areas where project is implemented;
3. Produce a publication (in Arabic and English) for further sharing with stakeholders and practitioners involved in such processes.

The documentation will target at least four different areas in Mount Lebanon, Akkar, North and South Lebanon.
Major stakeholders/ sectors to be involved in the documentation process are: Mayors and municipal council members, MoSA teams, Local actors / participants in dialogue sessions of the Project's networks including youth, religious leaders, civil society activities, NGOs, *mukhtars* …

Below are preliminary issues/ examples to be further explored and elaborated in the methodology and tools to be used:

- Overview on the MSS itself, the methodology and the process (including the Systems Conflict Analysis lead process and the phases that followed);
- Brief Description of the project: when, where, partners (MOSA and Municipalities), donors, stakeholders, mechanisms and implementations, activities included;
- Success stories and lessons learnt;
- Challenges encountered, recommendations for other actors;
- Other initiatives taking place in the community (if any);
- Role of the municipality in the MSS / community engagement / efforts needed to support such initiatives and sustainability.

Expected Outputs and deliverables

One Publication in English version and translated to Arabic, to be delivered in one original hard copy and one electronic soft copy each, preferably in Microsoft Word format.

The Consultant is expected to complete and submit the deliverables as detailed in the table hereafter.

Outputs	Deliverables	Estimated Duration to Complete after the signature of the contract	Suggested number of working days	Review and Approvals Required
Work plan	A Draft methodology and work plan	Week 1	2	Project Manager
Basic desk review of findings	Submit a set of basic findings	Week 3	10	Project Manager
Draft Publication	English Publication	Week 7	10	Project Manager
	Arabic Publication	Week 8	5	Project Manager
Final Publication	Arabic Publication English Publication	Week 11	5	Project Manager

PUBLICATIONS VALIDATION MODALITIES

Provisional approval of submitted publications shall take place as shown in the delivery schedule in above section. It is expected that such approval shall not exceed five (5) working days from the notification of the completion of the task.

On submittal of the final publications, the Project Manager shall respond within maximum of five (5) working days and the decision may either be:
  a) Approval,
  b) Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
  c) Rejection with clear justifications.

Institutional arrangements

The consultant will work under the direct supervision of the Peace Building Project Manager and will liaise with the Project team during performing his/her work.

For the purposes of this project, the responsibilities of UNDP can be summarized as follows:

- Ensure that all personnel concerned are constantly informed of the project activities to secure their involvement and ownership during implementation;
- Assist the consultant in executing tasks in the best way and ensure the availability of information;
- Promptly address issues which may hinder or delay the progress of the project; in case of problems suggest solutions and report suggestions for improvement;
- Arrange contact and meetings with key stakeholders.

In addition to fulfilling the requirements specified in this document, the Consultant is responsible of:
- Project planning, follow-up and contingency planning;
- Maintain an updated work schedule;
- Notify UNDP in writing, upon the successful completion of each milestone;
- Provide supporting documentation for data collection in each area;
- Proof reading and editing the reports and translating them, submitting them to UNDP in their final format ready for design and printing.

Duration of work

3 months.

Duty station

This is a field task; meetings and all the activities related to the consultancy are conducted in the targeted areas (Akkar, Mount Lebanon, North Lebanon and South Lebanon).
Preliminary meetings as well as further meetings will take place in Beirut Office depending on the needs identified.
The consultant shall rely on his/her own means of transportation, communication, etc. and shall take these fees into consideration while preparing the financial offer.

Requirements for experience and qualifications

a. **Academic Qualifications:**
University degree in social science, sociology, political science, or any other related field.

b. **Years of Experience:**
- A minimum of 10 years in documentation and report writing;
- A minimum of 7 years in conducting similar processes;
- A minimum of 7 years as an editor/ publishing manager;
- Experience working with UNDP or other UN agencies;
- Experience working with municipalities and local actors in conflict zones.

c. **Competencies:**
- Excellent reporting skills;
- Excellent editing skills;

- Very good analytical skills;
- Proven impartiality and cultural and human rights sensitivity;
- Knowledge of the context, peacebuilding and the impact of the Syrian crisis on Lebanon and host communities;
- Fluent in written Arabic and English.