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Resilient nations.*

Terms of Reference TOR

**Engaging a National NGO as Responsible Party for the assignment of
“Empowering of Mechanisms for Social Stability in Lebanon through Play Theatre”
NGO to implement MSS through Playback Theater
Reference: LBN/CO/CFP/199/18**

Project name: Peace building in Lebanon, Phase 3
Project ID: 00088560
Type of Contract: **Responsible Party Agreement**

1. BACKGROUND

Since 2006, UNDP and through its Peace Building in Lebanon project, has been working on addressing the underlying causes of conflict in Lebanon and sought to create “safe spaces” for local identity groups to discuss their concerns openly.

Since 2013, the project has been acting as a reference point for addressing the new challenges to civil peace in Lebanon caused by the high influx of Syrian refugees, being positioned as key actor in the Lebanon Response to the Impact of the Syrian crisis on social stability. The project has used its already existing strong networks with a wide range of stakeholders in this regard and built excellent new ones with the Syrian counterparts. Partnerships with key national counterparts were also built mainly with the Ministry of Education and Higher Education, the Ministry of Interior and Municipalities, the Ministry of Information and the Ministry of Social Affairs (MoSA).

In Lebanon, the project worked in 2014 a process of establishing Mechanisms for Social Stability (MSS) and Social Cohesion. The Mechanisms aimed to prevent or reduce tensions between different elements of the local communities.

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.

In 2017, UNDP launched the process of establishing MSS in 38 new communities. Currently these MSS are in the phase of finalizing their action plans.

In this context, UNDP and based on the needs of local groups, will be integrating theatre as an additional tool for social cohesion aiming at creating more platforms for dialogue and interactions between diverse groups. It has been proven that Theater helps in healing and restoring social stability by initiating community support by opening the space to the community member to share, express and empathize with others after attending the performances.

2. OBJECTIVES

The overall objective is to engage a local NGO as Responsible Party to play a positive role in integrating and sustaining the social stability through different theatre techniques as a new innovative tool in the communities, to support them to better develop their capacities and implement their activities through the established Mechanisms for Social Stability (MSS).

3. SCOPE OF WORK and EXPECTED OUTPUTS and RESULTS

The Responsible Party is required to provide technical and functional support to continue (1) building the capacities of each communities; (2) integrate the playback techniques in the preparation and implementation of activities and (3) sustaining the established Mechanisms for Social Stability (MSS) using the new tool through the following:

- Conducting workshops that will cover the basic skills set for playback theater and creating a Red Thread of the performance which will help the communities to build better conductors and group leaders so that they can deliver more effective and powerful Playback Theater performance;
- Essence of the story workshop that will help performers listen to these stories more deeply and respond to them authentically with improvisational skills;
- Support the selected communities group to perform different shows in different areas around Lebanon.

4. DURATION OF ASSIGNMENT

The overall timeframe of the works is 10 months. The start date for carrying out the works is immediate after Responsible Party Agreement signature. The overall term of execution of the works is until November 2019.

Outputs	Target date of completion from Contract signature	Approval
Submit a revised workplan	Week 1	Project Manager
Submit a first report on the capacity building phase	within 4 months	Project Manager
Submit the capacity building report	within 9 months	Project Manager

Submit the final report on the implementation of activities by the groups	within 10 months	Project Manager
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5. INSTITUTIONAL ARRANGEMENT

The Responsible party selected will coordinate closely with the Project Manager and the project team.

Roles and Responsibilities of the Engaged Responsible Party:

- Allocate the proper and needed skilled personnel to carry out the project's outputs;
- 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; communication; food and beverages; accommodation; allowances; etc.;
- Ensure proper reach out to beneficiaries;
- Implement and constantly monitor the activities;
- Provide required and comprehensive reports on a timely manner (focusing as well on the impact).

Role of UNDP

- Provide fields coordination support through the Local Level Field Assistants and the Local Peace Building Coordinators;
- Follow up, monitor and evaluate the progress of implementing the different activities, ensure their smooth implementation and manage potential risks;
- Approve progress reports;
- Ensure Quality assurance.

6. REQUIRED QUALIFICATIONS

Interested NGOs must have the following qualifications:

Experience:

- 5 years and above of relevant experience in implementing and monitoring improvisational theatre projects, Playback Theatre or relevant activities;
- Proven experience in building capacities of local communities using theater trainings and improvisational tools for team building and creating spaces for dialogue;
- Previous cooperation with international UN organizations and / or international NGOs.

Resources:

- Availability of a focal point, facilitators and qualified support staff to coordinate with the Groups and facilitate the implementation and monitoring of the activities;
 - o Focal point qualifications:
 - University degree in political sciences, Social Sciences, Human Sciences, Art, Theatre or any related field;
 - Proven experience in improvisational theatre projects, Playback Theatre or relevant activities;
 - Proven work experience as a team leader or supervisor.
 - o Facilitator (s) qualifications:

- Proven experience in training and facilitation skills;
- Proven experience in improvisational theatre projects, Playback Theatre or relevant activities.
- Financial/Administrative Staff qualifications:
 - University degree in finance, business, accounting or any related field;
 - Proven experience in preparing financial reports for all stakeholders, including beneficiaries, and donors;
 - Proven experience in implementing all other specific financial procedures, such as monitoring cash flow, paying salaries and tax, and making payments to suppliers.
- Research capacity to conduct reporting on the outcomes of the process;
- Ability to mobilize local communities and organize events in areas of implementation.

7. REQUIRED DOCUMENTS TO SUBMIT

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

- 1- Proposed methodology, CVs of the team composition, workplan and budget breakdown in accordance with Annex 3;
- 2- Simplified Capacity Assessment (SCAN) in accordance with Annex 2;
- 3- Supporting documents requested in the Simplified Capacity Assessment (SCAN).

8. BUDGET

UNDP is allocating an all-inclusive¹ total budget of USD 70,0002 for this assignment distributed as follows:
 MSS activities through Play Theatre: USD 62,500
 Management fees: USD7,500

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.

9. TERMS OF PAYMENT

Payment will proceed as following:

- 20% of the contract amount upon receiving the revised workplan; receiving the invoice and UNDP acceptance.

¹ Budget allocation would include, for example, but to be limited to: 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; communication; food and beverages; accommodation; allowances; etc.

² Offers exceeding the allocated budget for the assignment can be subject to rejection.

- 20% of the contract amount upon receiving the final capacity building tool (including schedule); receiving the invoice and UNDP acceptance.
- 40% of the contract amount upon completion of the capacity building; receiving the invoice and UNDP acceptance.
- 20% of the contract amount upon completion of all activities, receiving the invoice and UNDP acceptance.

10. ANNEXES

Annex 2: Simplified Capacity Assessment (SCAN) template.

Annex 3: Proposal template.