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Resilient nations.*

Annex 1

Terms of Reference TOR

For the Engagement of a Local NGO through a Responsible Party Agreement (RPA)

Project name: Peace Building in Lebanon, Phase 3
Project ID: 00088560
Type of Contract: **Responsible Party Agreement (RPA)**

Assignment: Support three (3) established “Groups” in Bekaa (Qaa, Bar Elias & Riyak) to implement their Socio-Economic Mechanisms for Social Stability (MSS).

1. BACKGROUND

Since 2008, UNDP has been working closely with local authorities and local actors (municipal council members, *mukhtars*, etc.) all over Lebanon to empower their role in conflict management and peace building.

In 2013, the impact of Syrian refugees’ influx expanded to most Lebanese communities. Signs of different types of conflict between Lebanese and Syrians became clear in many host communities, with intensities varying based on the respective regions’ social and economic context. The municipalities suffered from overload and faced many challenges when it came to manage the situation at the local level.

In the last four years, UNDP Peace Building in Lebanon through the Lebanon Host Communities Support Programme project team has worked in more than 75 villages on establishing different forms of Mechanisms for Social Stability that contributed in decreasing tensions and enhancing social cohesion. Several communities have set up Socio Cultural (SC) to create a common space for the community and promote communication between everyone; some others, established Socio-Economic (SE) committees to promote peace building through addressing socio-economic challenges.

During 2018, a PBF funded joint programme for youth between UN and government partners to a) promote social stability and conflict resolution, and b) improve employability through the provision of trainings, job placement initiatives, was launched in the Bekaa region.

Focusing on locations where tensions pertaining to local economic conditions have shown signs of leading to broader escalations, UNDP and other UN key agencies such as ILO and UNICEF, through a joint programme, are working on enhancing engagement of youths through a range of livelihoods and social stability activities and, importantly, strengthening the linkages and complementarities between the two. In addition, they are working on facilitating contact between Lebanese and Syrian refugee youth, with a view to reducing tensions (including those related to job competition) and providing avenues for greater community engagement as well as livelihood opportunities.

In October 2018, UNDP started supporting local working groups in the Bekaa area.

Three (3) new interventions were identified for Al Qaa, Bar Elias & Riyak where the risk of conflict escalation is high. To mitigate these tensions, the socio-economic committees provide a carefully built up mechanism for linking 'youth at risk' with skills building, employability and entrepreneurship support. It is worth highlighting that these 3 selected areas were part from the MSS process, so during this pilot project, the old MSS committees were re-activated involving more Syrian actors and stakeholders. The crucial role of the Socio-Economic (SE) committee is defusing social tensions, while also providing a direct vehicle through which youth can engage in the broader economic and civic activities within their communities. The SE committees stand ready as local partners for more focused youth entrepreneurship and training support. Their members are already trained in conflict sensitivity, gender awareness and social entrepreneurship and the municipal umbrella persists. There are plenty of innovative and "business-ready" ideas within the committees that have high potential and could form excellent projects following some business planning support. To realize these ideas and to provide 'youth' with a broader spectrum of skills building opportunities, the three (3) project agencies will complement these committees with their respective youth livelihood projects. This will help to build the youth's capacities as well as provide them with alternatives in case their social business ideas cannot be realized.

2. OBJECTIVE

Based on the initial participatory conflict analysis exercise, specific mechanisms to be used as tools to prevent and decrease tensions were developed for each village in coordination with established "Local Working Groups (LWG)" representing the municipalities and the local actors in this area. These LWGs have developed their action plans and prepared their activities in order to launch and implement their MSS.

UNDP is engaging a national NGO as Responsible Party, and in close coordination with UNDP and MoSA team to support the 3 established LWGs (Al Qaa, Bar Elias & Riyak) in Bekaa area in implementing their action plans and activities, conveying their objectives and missions to their local communities, and ensuring ways to secure their sustainability.

The Responsible Party engaged will work on improving the capacity of the local actors to take leadership in the targeted areas and to increase trust and confidence among the population and decreasing violent incidents. The Responsible Party will also help them implement their activities in the most impact-oriented manner.

3. SCOPE OF WORKS

The Responsible Party is required to offer technical and functional support to the SE committees which are the Local Working Groups (LWGs) in the targeted areas Qaa, Bar Elias & Riyak, located in Bekaa, and will undertake the following tasks:

3.1. Revise and consolidate proposed activities

Each LWG has developed a specific activity or set of activities to launch/implement their socio-economic project. If need be, the Responsible Party will study, revise and consolidate the proposed activities through consultations and meetings with UNDP Peace Building in Lebanon Project team.

The activities should serve efficiently and effectively the objectives outlined by the Mechanisms.

3.2 Support the LWGs to implement their activities

Throughout the implementation phase of the socio-economic activities, the Responsible Party will:

- Revise LWGs action plans (if needs be) Support the committees in implementing their action plans.
- Support the committee to finalize its internal structure (roles and responsibilities of the LWG members);

- Deliver training and coaching sessions for each LWG, where the content of the sessions will be tailored based on the LWGs designed activities and/or their needs. based on the needs;

The Responsible Party will provide technical aspects of the following planned activities and will follow up and support the LWGs before, during and after the implementation of these activities.

3.2.1. The planned activities in these villages are as follows:

Building on the local resources and assets of each of the three villages, the local committees designed a plan aiming at creating more job opportunities through focusing on supporting local promising sectors:

Riyak:

The main sectors that Riyak committee will base their plan on will be Agriculture & Eco-tourism.

The plan entails the promotion of the village as a center of attraction in the Bekaa through:

- Creating/renovating space(s) to serve as local temporary market for agriculture goods;
- Creating a map that includes all different cultural, natural and historical attractions in Riyak and promoting it in Lebanon;
- Conducting activities that would incentivize local production including agriculture and small agricultural industries.

The budget allocated is around **25.000 USD**.

Al Qaa:

The main sectors that Al Qaa committee will base their plan on will be Tourism & Agricultural industry.

The plan entails the creation of a new branding of the village as an attraction through:

- Creating a local unit (temporary) within the committee, composed of a team of marketing expert and designer, which will be responsible for producing a new brand identity of Al Qaa. This new brand will serve as communication tool to enhance its position as an attraction in Bekaa;
- Creating a communication platform that will promote Qaa as an attraction for tourists and nature lovers;
- Encouraging local producers and business owners to take role in the village plan through aligning and tailoring their services to create higher economic value. (For example: creating standards for local food industries and providing better promotion service using the new village brand)

The budget allocated is around **25.000 USD**.

Bar Elias:

The main sectors that Bar Elias committee will base their plan on will be Local industry & Agriculture.

The plan entails the provision of support services to local producers and business owners to enhance their competitive advantage through:

- Creating a local unit within the committee/municipality that will provide agricultural support (awareness, testing, etc...) for farmers in the region. This will be done through partnerships with vocational institutions and local agriculture experts;
- Rehabilitating a local space, with the support of the municipality, to serve as a temporary local market to help farmers and producers in promoting their goods.

The budget allocated is around **25.000 USD**.

3.3. Support the LWGs to ensure their structural sustainability

The Responsible Party will facilitate sessions for the 'LWG' to support them ensuring a framework for sustaining the structures. Sessions might focus on ways of developing new or institutionalizing existing internal bylaws, structures of roles and responsibilities and medium to long term plans. The sessions, which could also take the form of trainings (to the groups or their beneficiaries), have to include topics related to sustainability, whether technically, administratively or financially. (up to 4 sessions per group).

4. EXPECTED OUTPUTS and RESULTS

The Responsible Party shall deliver the expected outputs and results within the following timeframe:

| Expected Outputs and Results | Weeks 1 - 4 | Weeks 4 - 12 | Weeks 12- 20 |
|--|----------------|-----------------|-----------------|
| Revise action plans if need be and Support the LWGs in implementing their activities | | | |
| Throughout the socio-economic activities implementation: <ul style="list-style-type: none">- Provide training and coaching assistance/sessions based on the needs- Finalize the internal structure of each Group (roles and responsibilities) | | | |

5. DURATION OF THE ASSIGNMENT

The overall timeframe of the works is 20 weeks effective from the signature of the RPA (Responsible Party Agreement) with maximum expected completion date May 2019.

Time extensions, if deemed necessary, can only be granted through agreement extension. Urgent cases that could justify delays of works are mainly due to security reasons, or conflicts in areas of implementation and extreme weather conditions.

In case of default on the part of the responsible party in carrying out an instruction of the Project Manager, UNDP shall be entitled to employ and pay other NGOs to carry out the same and all expenses consequent thereon or incidental thereto shall be borne by the NGO and shall be recoverable by UNDP and may be deducted by UNDP from any money due or which may become due.

6. INSTITUTIONAL ARRANGEMENT

The Responsible Party selected will coordinate closely with the UNDP Peace Building in Lebanon Project Manager and Project team.

UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance or related published work related to the activity should be coordinated and approved by UNDP in advance.

Any visibility material or product produced for this assignment must be in the name of the local communities. Local communities have the ownership of the visibility material and product.

The roles of each party are identified in the sub-section below.

Roles and Responsibilities of Engaged Responsible Party:

- Allocate the proper and needed skilled personnel to carry out the project's activities;
- Ensure proper reach out to beneficiaries; in addition, 1 focal point to coordinate with the UNDP team;
- 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; venues; communication; food and beverages; accommodation; allowances; etc.
- Implementation and constantly monitor the activities;
- Provide required and comprehensive reports on a timely manner (focusing as well on the impact), The minimum reporting is to include at least 2 narrative and financial reports throughout the implementation period; 1 midterm report and 1 final report.

Role of UNDP

- Provide field coordination support through the Local Level Field Assistant and the Local Peace Building Coordinator;
- Follow up, monitor and evaluate the progress of implementing the different activities, ensure their smooth implementation and manage potential risks;
- Facilitate meetings at the local level;
- Ensure Quality assurance.

7. REQUIRED QUALIFICATIONS

The national NGO shall have the following qualifications:

Experience:

- 3 years of relevant experience in implementing and monitoring Social Stability activities or relevant activities;
- Proven experience in supporting local community through peace building in Bekaa area;
- Proven experience in coaching and training;
- Previous cooperation with international UN organizations and / or international NGOs.

Resources:

The National NGO shall include in his offer a proposal regarding the team composition and structure with recent CVs.

➤ **Team Leader who should have:**

- A Master Degree in political sciences, Management, Social Sciences or any related field;
- 5 years managing similar projects;
- Proven work experience as a team leader or supervisor;
- Research capacity to conduct analysis and reporting and evaluate the outcomes of the process.

➤ **At least one area coordinator/facilitator Senior Trainer/facilitator to coordinate with the LWGs and facilitate the implementation and monitoring of the activities:**

These team members should have:

- 5 years' experience in training and facilitation skills on peace building and conflict resolution;
- Proven experience in completing full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- Excellent knowledge of the Lebanese context and the context of the impact of the Syrian crisis on Lebanon in general and on the targeted community specifically;

- Proven knowledge in planning and coordination of a program and its activities;
- Ability to identify training needs and provide coaching;
- Ability to mobilize local communities and organize events in areas of implementation;
- Excellent communication and organizational skills.

➤ **Administrative and Finance support staff:**

These members should have:

- Previous experience in maintaining budget and tracking expenditures/transactions;
- Proven experience in reporting and analysis;
- Excellent communication and organizational skills.

8. REQUIRED DOCUMENTS TO SUBMIT

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

- 1- Preliminary methodology;
- 2- Proposal that shows the budget breakdown in accordance Annex 3;
- 3- Capacity Assessment;
- 4- Supporting documents requested in the Capacity Assessment to prove having the required qualifications.

9. BUDGET

UNDP is allocating an all-inclusive¹ budget of **USD 75.000** for this assignment.

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.

10. TERMS OF PAYMENT

Payment will proceed as following:

- 40 % of the contract amount upon delivery of revised action plans from the 3 communities; receiving the invoice and UNDP acceptance.
- 60 % of the contract amount upon submission of the final report with description of activities implemented including capacity building sessions; receiving the invoice and UNDP acceptance.

¹ The term “All inclusive” implies that all costs (transportation fees, professional fees, travel costs, living allowances, communications, consumables, coaching, training and logistics, staff, rental, food and beverages etc.) that could possibly be incurred by the NGO are already factored into the final amounts submitted in the proposal.