

Terms of Reference

National or International consultants: International consultant

Description of the assignment: Research on Female Municipal Police in Lebanon – Quality Assurance and Quantitative Data

Project Title: Enhancing Community Security and Access to justice in Lebanon Host Communities

Period of assignment/services: 6 months (32 working days)

1. Background & Rationale

The Municipal Police plays a crucial role in solving every-day issues faced by the population. Municipalities in Lebanon increasingly seek to professionalise their municipal police and turn them into a force that is better equipped to engage with the population in its diversity, and respond to people's concerns. UNDP supports the professionalization of the municipal police through its Community Security and Access to Justice project.

The recruitment of women is perceived by a small, but increasing, number of municipalities as a way to better engage with the population, especially with vulnerable groups; and to turn municipal police into a new modern institution that better reflects the diversity and differentiated needs of the population.

While there are no figures available on the number of municipalities hiring women municipal police, UNDP identified a number of municipalities with a feminine representation in the municipal police. This is the case notably of Burj Hammoud, Tripoli Mina, Zahle, Amchit, and Ain Ar. Some of those municipalities are pilots of the Community Security and Access to Justice Project.

UNDP encourages gender-sensitive police, and the promotion of women within security forces in particular. UNDP considers that gender-sensitive police reform contributes towards building police institutions that are non-discriminatory, reflective of the diversity of citizens and enhance the security of citizens at large. This is paramount for human development, human rights and social stability: when police services are not responsive to the different security needs of women and men, the threat of gender-based violence is far greater, particularly in situations of tensions, seriously undermining the rule of law.

Increasing women's representation in police services is seen as an important element of gender sensitive police reform for a number of reasons: It is expected to support more effective community relations, since a police service whose composition more adequately reflects the population it serves may result in a greater perception of legitimacy. It can potentially moderate extremes in the use of force. Above all, it can result in a police service that is more responsive to the different security needs of women and men.

For both reasons, the UNDP Community Security and Access to Justice Project is supporting efforts of municipalities hiring female municipal police personnel through an advocacy programme. The Advocacy programme includes a number of activities including a study on the female representation in security

forces in Lebanon. The findings of this study shall be shared in a national conference on female municipal police recruitment.

In this context, UNDP is requesting the services of a consultant to do the quality assurance of the study until its completion.

2. Scope of work, responsibilities and description of the proposed analytical work

The scope of work will include, but not be limited, to the following activities:

INDICATIVE DURATION OF THE WORK	
MAIN TASKS	DURATION
Prepare, coordinate meetings with the Review Committee (3 meetings by the completion of the study – data, first and final draft); gather inputs and produce minutes of the Review Committee meetings	6 working days
Survey Design and Final questionnaire (to be circulated to the Review Committee)	3 working days
Quantitative data coding, inputs and analysis	10 working days (including 5 Beirut)
Review of the qualitative data set, and consultations with the Research Team	5 working days (in Beirut)
Write up annex and generate visualizations based on quantitative data	2 working days
Review of the analysis, and consultations with the Research Team	4 working days
Review of the final draft study	2 working days
Total:	32 working days

3. Expected Outputs and deliverables

Expected Outputs:

The study on female municipal police in Lebanon includes quantitative data and meets international standards and can be published in journals.

Expected Deliverables:

The consultant shall submit the following deliverables:

Deliverables	Estimated Time for Completion	Target Due Dates	Review and Approvals Required
1. Survey design and final questionnaire	3 working days	4 th week from contract signature	CTA
2. Minutes of the Review Committee meeting & consolidated inputs of the Review Committee members	2 working days	4 th week from contract signature	CTA

3. Quantitative data coding, inputs and analysis	9 working days	10 th week from contract signature	CTA
4. Review of Qualitative Data Set, with consolidated inputs, comments and recommendations from the Review Committee	5 working days	14 th week from contract signature	CTA
5. Minutes of the Review Committee meeting & consolidated inputs of the Review Committee members	2 working days	14 th week from contract signature	CTA
6. Write up annex and generate visualizations based on quantitative data	2 working days	16 th week after contract signature	CTA
7. Review of the analysis, with consolidated inputs, comments and recommendations from the Review Committee	4 working days	18 th week from contract signature	CTA
8. Minutes of the Review Committee meeting & consolidated inputs of the Review Committee members	2 working days	22 th week from contract signature	CTA
9. Review of the Final Study with consolidated inputs, comments and recommendations from the Review Committee	3 working days	22 th week from contract signature	CTA

4. Institutional arrangements

The consultant will work under the overall supervision of the CTA and direct supervision of the project coordinator.

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 related to the activity should be coordinated and approved by UNDP.

REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones shown in section 3. It is expected that such approval shall not exceed 3 working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Chief Technical Advisor (CTA) shall respond within maximum of 3 working days and the decision may either be:

- a) Approval,
- b) Approval with reservations upon which the Consultant shall reply within 3 working days under penalty of rejection,
- c) Rejection with clear justifications.

5. Duration of work

The consultancy will require a total of 32 working days over a 6 months' period starting from contract signature.

6. Duty station

The contractor will be working remotely and in Beirut. Deliverables 3 and 4 will require 10 days of presence in Beirut (5 days for each deliverable). The consultant can do the remaining deliverables home-based. In total, the consultant will conduct 2 field missions to Beirut, Lebanon.

7. Requirements for experience and qualifications

The Individual Consultant should possess the following qualifications and competencies:

a. Academic Qualifications:

MPh in Humanities, Social Sciences, Criminological research or any other related field.

b. Professional Experience:

- 2 years' experience in conducting social sciences research;
- Publications on security, Rule of Law and gender related studies in academic and research journals;
- Demonstrated knowledge of Lebanon;
- Work experience with rule of law institutions;
- Demonstrated experience in data analysis (qualitative and descriptive quantitative).

c. Competencies:

- Fluency in English;
- Strong written analytical skills.

8. Scope of Price Proposal and Schedule of Payments

All proposals must include a technical and financial offer be expressed in lump sum taking the following into consideration:

- i) the lump sum amount must be "all-inclusive"¹;
- ii) the contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

30 % upon reception of deliverables 1 and 2 (validated by UNDP);

30% upon reception of deliverables 3, 4 and 5 (validated by UNDP);

40% upon reception of deliverables 6 to 9 (validated by UNDP).

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

