



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 May 2019

Reference: LBN/CO/IC/69

Country: Lebanon

Description of the assignment: National **(The consultancy is open for either residents in Lebanon or Lebanese Nationals)** Consultant: Mainstreaming Conflict Sensitivity across the LCRP.

Project name: Tensions Monitoring System.

Period of assignment/services: 70 working days spread over a period of 9 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **10 June 2019 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Eight years into the Syria crisis, and the vast majority (91%) of Syrians think that the Lebanese have been good hosts to those displaced by the conflict. Violence between the host communities and the refugees has remained rare and isolated, with no major instances of communal violence, attesting that social stability has largely been maintained.

At the same time, the relationship is strained, with various pressure points ranging from service provision and job competition, to historical grievances between the two communities. 30% of Syrians reported having experienced verbal harassment in the last three months as of mid-2018, compared to 21% in February-March of 2017.

Critically, the prevalence of host community fatigue increasingly risks turning violent. Over 2017-18, there was a 23% increase in the likelihood that Lebanese and Syrians would turn to violence if their

interests are threatened. Taken in sum, there remains a significant risk that the further deterioration of relations between host communities and refugees could result in the further reduction of the protection space for refugees and localized instances of violence.

Within the framework of the Lebanon Crisis Response Plan (LCRP), UNDP and UNHCR, together with key ministries in the Government of Lebanon – in particular the Ministry of Interior and Municipalities (MOIM), the Minister of State for Displaced Affairs (MoSDA) – lead the Social Stability sector. The sector's objective is to alleviate communal tensions between refugee and host communities through participatory processes that address sources of tensions.

Outcome 3 in the Social Stability logframe identifies the need for the Social Stability sector to work with other sectors in the response to ensure that partners are operating in a conflict sensitive manner with adherence to the do no harm principle.

As such, a round of training in partnership with forumZFD, which included 168 individuals from 72 organisations was conducted in September 2018, with many participants calling for further trainings to be conducted in 2019.

While these trainings ensure that staff involved in the response are able to identify conflict sensitivity concerns, a dedicated sector perspective on mainstreaming these initiatives conflict sensitivity requires a participatory analysis of the context and the opportunities for the sector to play a more active role in addressing root causes of tension. To that end, 4 sectors were chosen for support on conflict sensitivity and do no harm exist, there is also a need to work from an intersector perspective in 2018 for support to enhance their capabilities on integrating conflict sensitivity during the planning phase for the 2019 LCRP. These 4 sectors thus have a foundational knowledge of conflict sensitivity and have prepared their sector plans accordingly.

The scope of work defined below builds on this work to deliver further mainstreaming support for 2019 and the planning phase for 2020.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

With this in mind, the Social Stability sector is seeking to contract a consultant to be **the focal point on conflict sensitivity in 2019**.

The overall objective of this consultancy is as follows:

- Enhance conflict sensitivity mainstreaming across LCRP partners in **three sectors**.

The deliverables required are as follows:

Deliverable 1: 16 working days: An Action Plan (no longer than 20 pages) that lays out a conflict sensitivity mainstreaming strategy in each of the sectors.

- **Activity 1a:** Conduct initial interviews with sector coordinators and key Core Group members of each sector to identify conflict sensitivity needs, based on root causes of conflicts and possible escalations.

- **Activity 1b:** Conduct and facilitate conflict sensitivity workshops in each of the three sectors, involving key core group members alongside local organisations, researchers and think tank representatives working in and on the sector to produce a sector specific context analyses and identify how the LCRP response influences and is influenced by this context.
- **Activity 1c:** Hold follow-up individual or group consultations with selected implementing partners from each sector to identify viable entry points to improve conflict sensitivity based on the above analysis.
- **Activity 1d:** Consult the results of the 2019 Annual Conflict Sensitivity Mainstreaming Survey to complement activities 1a-c, to develop strategy.

Deliverable 2: 16 working days Provide technical guidance notes to the partners on how to integrate conflict sensitivity through all projects phases (design, implementation modalities, monitoring & evaluation) and present these at the sector Working Groups.

- **Activity 2:** Review existing material on conflict sensitive approaches in Lebanon and elsewhere and produce guidance notes (to be nuanced as per Deliverable 1) for each sector and present them at each WG.
 - Coordinate with the conflict sensitivity trainer on materials trained on and key messages to ensure consistency of material for LCRP partners.
- **Activity 3:** Deliver on other materials identified as part of the Action Plan for each sector

Deliverable 3: 22 working days Provide a list of proposed conflict sensitivity indicators developed with the Core Groups of each sector to be inserted into the 2020 sector logframes, and ensure that sector strategies are conflict sensitive throughout.

- **Activity 3a:** Be the mainstreaming focal point for the 2020 LCRP planning processes, supporting the three sectors in the drafting process, assisting in identifying gaps in conflict sensitivity across all sectors, assess if conflict sensitivity is integrated at the design phase from all the partners and working closely with Core Groups to ensure that these gaps are addressed.
 - Attend and contribute substantively in discussions at all 2020 LCRP planning meetings for each of the three sectors and at Inter-Sector/Agency planning meetings
- **Activity 3b:** Assist in delivering each sector's strategy in a timely and well-coordinated manner. Ensure effective coordination of conflict sensitivity mainstreaming with the Inter-sector and other mainstreaming focal points (Gender, Environment, Protection and Accountability to Affected Populations).
 - To do this, the consultant is expected to attend and contribute substantively in discussions at all Inter-sector and Inter-agency meetings throughout the year of 2019 and to meet regularly with the other mainstreaming focal points identified above to ensure coordination.

Deliverable 4: 16 working days Produce a report (no more than 15 pages) on conflict sensitivity mainstreaming for the LCRP 2020. Identify lessons learnt per sector and for the Inter-sector on how to enhance the mainstreaming process.

Activity 4: Reflect on the lessons learnt from the conflict sensitivity mainstreaming process by conducting key informant interviews.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- BA in conflict management, social sciences, humanitarian work or a related subject.
- MA in conflict management, social sciences, humanitarian work or a related subject.

Years of Experience:

- At least 3 years of experience.

Technical Experience:

- Experience working at a strategic level of a humanitarian and/or stabilization response, particularly on enhancing understanding and awareness on conflict sensitivity.
- Experience working in an organisation that promotes conflict sensitivity & do no harm, or a peacebuilding organisation (or similar) that demonstrates an explicit adherence to those principles.
- Experience working in Lebanon, preferably with an organisation involved in the LCRP at a strategic level.

Competencies:

- Fluent English language, proficiency in Arabic would be an advantage.
- Excellent technical grounding in conflict sensitivity and do no harm, particularly at a strategic level
- Strong understanding of the LCRP in Lebanon.

Other competencies to be assessed through a technical interview:

- Excellent Communication skills,
- Excellent interpersonal skills,
- Adaptability to diverse stakeholders,
- Proactive

- Culturally sensitive and aware of Lebanese context.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical Proposal:

(i) Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment

(ii) Explaining why you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- A daily working fee must be all inclusive;
- An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Conflict sensitivity & do no harm Academic Qualifications: BA (14 points) MA (20 points) 		20
<ul style="list-style-type: none"> Criteria B: Lebanon conflict dynamics Years of Experience: 3 Years of experience (14 points) For each addition year an additional point until reaching 20. 		20

<ul style="list-style-type: none"> • <i>Criteria C: Engagement with humanitarian responses at a strategic level</i> • Experience working at a strategic level of a humanitarian and/or stabilization response, particularly on enhancing understanding and awareness on conflict sensitivity (10 points) • Experience working in an organisation that promotes conflict sensitivity & do no harm, or a peacebuilding organisation (or similar) that demonstrates an explicit adherence to those principles. (10 points) • Experience working in Lebanon, preferably with an organisation involved in the LCRP at a strategic level. (10 points). 		30
<p><i>Competencies:</i></p> <ul style="list-style-type: none"> • Excellent technical grounding in conflict sensitivity and do no harm, particularly at a strategic level (5 points) • Strong understanding of the LCRP in Lebanon. (5 points) 		10
<ul style="list-style-type: none"> • <i>Criteria D: Evidence of strong communication and interpersonal skills</i> <p><i>Interview meeting (Competency based):</i></p>		20
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all national consultants (**The consultancy is open for either residents in Lebanon or Lebanese Nationals**) who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

ANNEXES**ANNEX I - TERMS OF REFERENCE (TOR)****ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS****ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**