

## **Terms of Reference**

**National or International consultants: National**

**Description of the assignment (Title of consultancy): Occupational Therapist**

**Project Title: Enhancing the Capacity of the Lebanon Mine Action Center**

**Period of assignment/services: 4 Months.**

### **1. Background**

The Lebanon Mine Action Center of the Lebanese Army and UNDP are interested in providing socio-economical support to mine survivors and their families who have been identified to be in need of such services. UNDP project will be providing extensive Job Seekers training for affected mine victims, and assisting them in finding jobs/employment opportunities, as well as following up with them in their workplace, home as well as their daily life activities.

Objectives include providing social intervention, evaluating their needs and capacities, capacity building, training, employment opportunities, and follow up so that they are equipped with:

- Better living conditions
- Understanding of personal needs
- Enhanced capacities
- Enhanced social skills
- Confidence to apply for a job and execute a job interview
- Adapted environment and living space
- Better understanding from their families and live in partners
- Relevant Job opportunities
- Determination to excel in what they do and aim to do

In this context, UNDP is requiring the services of an Occupational Therapist to provide capacity building sessions to 25 mine survivors and their families in order to be employed and included in work fields.

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

The consultant will implement the following tasks, but not be limited to:

- Conduct meetings with 25 identified beneficiaries (mines survivors and their families) to brief them about the intervention;
- Conduct individual interviews with all beneficiaries (mines survivors and their families) to assess (1) their physical and health situations, (2) their technical, educational and qualifications capacities, and (3) identify their capacity needs to be enrolled in the workplace environment;

- Develop the needs assessment report and the capacity building plan including objectives, tools, topics, activities and sessions' schedule; the capacity building sessions should be 2 full days' sessions per week and for 4 consecutive weeks; the sessions should also include parental communication, reorganizing relationship, stabilize emotional environment, etc.
- Implement the capacity building sessions as per the approved plan; the sessions will be provided in Mount Lebanon area. (The location of the sessions will be provided by UNDP on a later stage. The consultant will be responsible for delivering the sessions only and all costs related to the implementation other than the venue costs and transportation of beneficiaries participating in these sessions.). The consultant shall ensure the engagement of persons with physical and functional limitations and their families in the identification and analysis of barriers to Inclusion;
- Develop a Training module and provide 2 full days training for selected companies' personnel after completion of the direct intervention with beneficiaries. The objectives of these trainings are to engage these companies to employ the beneficiaries and train them for a smoother inclusion;
- Monitor and evaluate the employment of beneficiaries with selected companies and the outcome of the intervention;
- Produce a final report including full process, challenges faced, lessons learned, suggestions and recommendations for future direction.

### 3. Expected Outputs and deliverables

All deliverables shall be delivered in hard copies as well as in electronic soft copy in English and / or Arabic. The consultant is expected to achieve the following outputs and deliverables:

Output	Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<b>Needs assessment</b>	Conduct meetings and interviews with selected beneficiaries (mines survivors and their families) and assess their capacities and situations	20 days	Week 4	Project Manager
<b>Capacity Building</b>	Develop the capacity building plan based on the needs assessment (social life, psycho-education, workplace requirements, etc.)	5 days	Week 5	Project Manager

	Deliver 2 full days' capacity building sessions per week for a one month period to beneficiaries (mines survivors and their families) as per the approved plan (in total 8 days over one month)	8 days training sessions (2 full days per week for 1 month)	Week 9	Project Manager
<b>Training of Companies</b>	Develop a training module to train companies on the inclusion of beneficiaries/families and their employment	5 days	Week 10	Project Manager
	Deliver 2 full days' training session to selected companies to ensure their engagement in employing the beneficiaries	2 days	Week 11	Project Manager
<b>Monitoring and Evaluation</b>	Follow-up on the employment of the beneficiaries and evaluate the outcomes	15 days	Week 15	Project Manager
<b>Final Report</b>	Submit a final report that includes all steps of this intervention, challenges faced, outcomes, lessons learned, suggestions and recommendations for future direction.	5 days	Week 16	Project Manager

#### **4. Institutional arrangements**

The consultant will work under direct supervision of UNDP project manager.

The consultant shall rely on his/her own mean of communication and transportation.

UNDP will organize the logistics (venue cost and beneficiaries' transportation) related to the capacity building and training sessions.

UNDP will provide the Consultant with all available data in a timely manner.

#### **MATERIAL VALIDATION MODALITIES**

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

On submittal of each of the final material, the Project Manager shall respond within maximum of five 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.

## **Title Rights and Copy Rights**

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP.

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.

## **5. Duration of work**

The consultancy will require a total of 60 working days to be completed within 4 months from contract signature.

## **6. Duty station**

The Consultant will not report to a duty station however meetings with LMAC project team will take place in Hiyadieh. Capacity building sessions and training sessions will take place in Mount Lebanon area.

## **7. Requirements for experience and qualifications**

The ideal individual to perform the works in this TOR shall possess the following:

### I. Academic Qualifications:

Advanced University degree in Occupational Therapy.

### II. Years of experience:

- 5 years of proven experience in the field of occupational therapy in general, disability and inclusion specifically.
- Cross-cultural working experience and direct contact, working one on one sessions with individuals with disabilities.
- Demonstrated expertise in conducting capacity building trainings.
- Proven experience in direct intervention with companies regarding adaptation and accessibility.
- Previous experience in conducting inclusion training for public and private sector.

### III. Competencies

- Excellent written communication skills.
- Command of Arabic and English languages.

### **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<sup>1</sup>”;
- ii) the contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

- 25% of the total lumpsum upon submission of the needs assessment report and initiative plan, validated by UNDP;
- 50% of the total lumpsum upon submission of all capacity building and training sessions, validated by UNDP;
- 25% of the total lumpsum upon submission of the final report, validated by UNDP.

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<sup>1</sup> 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.