# Terms of Reference

**National or International consultants**: National or International
**Description of the assignment (Title of consultancy):** Urban Analysis Assistant Consultant to assist in the development of neighborhood profiles.
**Project Title:** Neighbourhood Profiles
**Period of assignment/services**: 45 working days over a period of 2 months not to exceed 30 of December

## 1. INTRODUCTION

Key to UN-Habitat Lebanon Programme activities is its contribution to the development of city and neighbourhood profiles of the largest Lebanese cities and deprived neighbourhoods, response strategies and urban data gathering and analysis. The programme is committed to build resilient and sustainable cities and neighbourhoods, through holistic approaches, ensuring equal access to adequate and affordable housing and basic services, and to generate productive local economies, by strong capacity-building of local communities and authorities in responding to emerging needs.

## 2. BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been operational in Lebanon since late 2006 following the Israeli War in the south of the country, facilitating the reconstruction of over 30,000 houses. In addition to the ongoing projects in the fields of sustainable urbanization and local governance, UN-Habitat is actively engaged in reforming urban planning system in Lebanon.

With the continuation of the war in Syria, which is in its eighth year, Lebanon has been facing a critical political and socioeconomic situation resulted from the impact of the war and the influx of around 1.5 million refugees against a host population of 4 million. The Government of Lebanon has rejected to establish collective camps, as a result, the refugees from Syria have settled across the country where affordable shelter has been available, with concentrations in the larger urban areas.

UN-Habitat's Programme focuses on the following areas: emergency shelter and housing, water, sanitation and hygiene (WaSH), solid waste management, and urban crisis response, including urban crisis analysis such as city profiles and neighbourhood profiles. UN-Habitat works closely with United Nations agencies, local and international non-governmental organization ([I]NGO) partners as well as national and local authorities to implement its programmes at national, governorate and municipal levels.

In 2015, UN-Habitat established a programme focusing on the main cities in Lebanon, aiming at gathering relevant urban data and investigating the current state of the largest cities in Lebanon and impact of the recent

refugee influx. The studies focus especially on the most deprived urban neighbourhoods, and thus provide up-to-date analysis to international and national stakeholders to inform programme and funding prioritization, as well as develop well-adapted urban responses and neighbourhood strategies. Within focus neighbourhoods, UN-Habitat is developing project and design solutions to respond to the identified needs in line with the priorities expressed by community and local authorities.

### 3. RATIONALE

The outbreak of the Syrian refugee crisis has put enormous strain on already deprived communities in Lebanon, including in urban areas. Accurate and verified data on the crisis impact on cities has however been limited, an information gap that has challenged the design of proper programmes responding to the immediate needs of refugees and increasing vulnerabilities among host communities in urban areas. The neighbourhood profiles are urban analysis tools used towards an integrated approach to address vulnerabilities among highly affected refugee and host communities in Lebanese urban areas. The area-based approach promotes a geographical entry, rather than a sectoral or cohort-based entry, to understanding needs and planning response interventions. It is a multisectoral and multi-stakeholder approach, following a participative process, and is designed to unpack interlinkages between service provision, community needs and social cohesion concerns.

### 4. OBJECTIVES

To contribute to the development of online neighbouhrood profiles through writing original analytical text for neighbourhood profiles; and assisting in the design of the visual representation of data in the form of maps, infographics, diagrams, etc.

### 5. DUTIES AND RESPONSIBILITIES

The Consultant shall partake in urban analysis, data visualization and mapping by delivering online reports on neighbourhood context, as well as socioeconomic and built sectors. In specific, he/she will have to deliver the following:

- Conduct desk reviews of available information on urban contexts and vulnerabilities in neighbourhoods selected for profiling.
- Process collected qualitative and quantitative data through data coding and content analysis.
- Write original analysis for the aforementioned sectors for 2 neighbourhoods.
- Design the visual representation of data in the form of maps, infographics, diagrams etc. for 2 neighbourhoods
- Deliver creative and innovative ideas for print, electronic, web-based and/or animated presentations for reported work, if needed.

### 6. METHODOLOGY

The methodology for producing the neighbourhood profiles involves the following steps:

a. **Data Analysis**

Data analysis is structured around profile content sections: context; governance; population; safety & security; health; education; child protection; youth; local economy and livelihoods; buildings; water, sanitation and hygiene (WaSH); electricity; and access and open spaces. Data is uploaded into a geodatabase that is used to store georeferenced information, which is then used to create maps and analyse spatial information for the neighbourhood. Data from all mapped, quantitative and qualitative sources are to be analysed holistically to ensure data integration across all sectors

b. **Analytical text**

The Consultant will produce 2 web-based neighbourhood profiles through incorporating the outcomes of their data analysis and visual production.

7. **EXPECTED OUTPUTS AND DELIVERABLES**

| Deliverables/Outputs | Estimated Duration to Complete (in working days) | Target Due Dates | Review and Approvals Required *(Indicate designation of person who will review output and confirm acceptance)* |
|---|---|---|---|
| Synthesize qualitative and quantitative data and design its visual representation in the form of infographics for 2 web-based profiles. | 20 | 1 month from contract signature | Head of Urban Analysis Unit and/or Social Analyst |
| Write original analytical text and visualize for 2 neighbourhood web-based profiles. | 25 | 2 months from contract signature | Head of Urban Analysis Unit and/or Social Analyst |

8. **INSTITUTIONAL ARRANGEMENTS**

The consultant will report to and work closely with the Urban Analysis Unit, under the supervision of the Social Analyst/Unit Leader and the Socio-urban Analysis Officer.

**DURATION OF WORK**: The tasks will require a total of 45 working days that shall end after 2 months following the contract signature.

**DUTY STATION**: The Consultant will work remotely as per a set time table and agreement with supervisor.

9. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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

**Experience**:

- 3 years of relevant work experience in humanitarian and/or development sector
- Professional background in architecture, urban studies or social studies

**Academic Qualifications:**

- Master's degree or equivalent in Urban Planning, Architecture, or related field.

**Competencies:**

- Proven skills in urban analysis
- Knowledge of mapping and urban analysis methodologies
- Understanding of urban information management and data visualization
- Skilled in the visual, written and verbal communication of design/graphic issues
- Excellent command of English language

*Desired:*
- Relevant experience in the United Nations


10. 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 |
|---|---|---|
| *__Technical Competence__* | *70%* | *100* |
| Academic Qualifications (relevant)<br><br>Master's degree in Urban Planning, Architecture, or related field: 23 points<br><br>**Relevant trainings/certificates: Additional 2 Points** | | *25* |
| Years of Relevant Experience<br><br>3 years: 18 points<br><br>1 additional point for each extra year | | *25* |
| **Technical Experience**<br><br>**Experience in urban analysis: 15 points**<br><br>**Knowledge of mapping methodologies, urban information management and data visualization: 5 points**<br><br>**Knowledge of the UN is an asset: 5 points** | | *25* |
| <u>**Interview**</u> | | *25* |
| *__Financial (Lower Offer/Offer*100)__* | <u>*30%*</u> | *100* |
| <u>**Total Score**</u> | Technical Score * 0.7 + Financial Score * 0.3 | |