

Terms of Reference

National or International consultants: National

Description of the assignment: FMF Coordinator

Project Title: Peace Building in Lebanon Project

Period of assignment/services: 100 working days spread over a period of 5 months

1. Background / Project Description

In the framework of a joint UN programme with OHCHR and UNWOMEN on Dealing with the Past (DWP), funded by the PBSO, UNDP and through its “Peace Building in Lebanon” project is working on several outputs. Among those is the support it is providing to the Forum for Memory and Future, a gathering of more than 15 NGOs and individuals working on dealing with the past issues.

UNDP has been technically supporting this Forum before and since its creation in 2019 through coordination support, capacity building, implementation of activities, including their efforts to raise awareness and advocate on the issue of DWP, as well as work on developing a strategy for Lebanon on DWP.

Under the guidance and supervision of the Project Manager/Peace Building Advisor and the FMF members FMF Coordinator will support the Forum in its regular tasks. He/she will work in close collaboration with project staff and project partners and will maintain close communication over operational issues as well as strategic opportunities arising from project implementation.

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

Under the direct guidance and supervision of the project manager and the FMF members, the FMF Coordinator will perform the following functions:

Support the Forum for Memory and Future in its operation and internal functioning.

- Follow up on the timely setting up and organization of FMF periodic meetings of the executive committee, the admin committee and working groups meetings.
- Join all meetings of the FMF including the meetings of subcommittees/working groups and taking minutes and reporting back to the admin committee.
- Ensure effective communication and coordination between members of the Forum with regards to the meetings’ setting, agendas, results and follow up on action points
- Organize and keep track of the Forum internal documentation.
- Management and administration of day-to-day operations to ensure effective operation of the forum.
- Support the Forum in identifying training needs.
- Support in organizing the training sessions including coordinating with the trainers.
- Follow up on timeliness and quality of the deliverables of the Researcher.
- When required, support in preparing Terms of Reference (Job Descriptions), for technical expert staff as needed (i.e. trainers, etc.)

Support the Forum for Memory and Future in implementing its activities:

- Support the Forum logistically in planning and organizing events, workshops, and sessions (invitations; outreach; technical support online and offline; setting agendas; etc.)
- Management and administration of day-to-day operations to ensure effective implementation of FMF activities.
- Ensure conflict sensitivity and gender mainstreaming throughout the FMF Activities' design
- Prepare progress and final reports on FMF activities, including, difficulties met and achievements.
- Support in sharing, with wider audiences, recommendations and main insights resulting from activities.
- to support the process of preparing communication pieces including and in diffusing them through social media and mainstream media.

Support and facilitate the finalization of the inception phase of the DWP Strategy formulation process:

- In full consultation with FMF Researcher and Facilitator, the FMF members and the Project Manager/Peace Building Advisor, the FMF Coordinator will support in finalizing the inception phase of the DWP strategy formulation.
- Support in the smooth communication between the FMF members and the Researcher on the DWP strategy
- Follow up on timeliness and quality of the deliverables of the Researcher.
- Support in logistics related to the meetings, focus groups and workshops on the Strategy development.

Reporting and Communication Support

- Support the FMF in gathering information and success stories ideas from beneficiaries during field visits and trainings.
- Draft articles on the FMF activities to be published in the UNDP project Newsletter.
- Support the Project Manager in monitoring project progress against annual and quarterly work plan and budget plan and collect relevant data and figures on the FMF support component.
- Prepare periodic reports to be presented to the FMF Executive Body relating to activities executed and in progress, membership, exposure, etc.
- Support the Media Officer by preparing materials and reports that contribute to the forum's mission.

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration (# of WD)	Target Due Dates	Review and Approvals Required
Deliverable 1: Submission of 1st progress report on the overall work including the report on internal meetings of the Forum and activities plan developed by the	30 working days	1.5 months from contract signature	

Forum			Project Manager
Deliverable 2: Submission of 2 nd progress report on the overall work in addition to the report on FMF members training progress process and FMF progress report in DWP strategy development	35 working days	3 months from contract signature	
Deliverable 3: Submission of 3 rd progress report on the overall work in addition to draft progress report for the donor on the latest achievement with updated figures and challenges	20 working days	4 months from contract signature	
Deliverable 4: Submission of 4 th progress report on the overall work in addition to Submission of final report including, difficulties met and achievements.	15 working days	5 months from contract signature	
TOTAL	100		

4. Institutional arrangements

The contractor will report to the Peace Building Project Manager and Advisor and FMF Administrative Committee

REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones. 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 the final report, the Projects' Managers shall respond within maximum of five working days and the decision may either be:

- Approval,
- Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- Rejection with clear justifications.

5. Duration of work

The consultancy will require a total of 100 working days spread over the period of 5 months.

6. Duty station

The Consultant will work both remotely and from UNDP office in Beirut from Monday to Friday. Request field visits are requested if needed.

The consultant shall rely on his/her own means of transportation, communication, etc. and shall take these fees into consideration while preparing the financial offer.

The consultants shall take into consideration any possible restrictions and instructions related to the Covid-19 pandemic, and thus have a contingency plan prepared accordingly.

7. Requirements for experience and qualifications

I- Academic qualifications:

- At least Bachelor's degree in Political/Social Sciences, International Affairs, Business Administration, or other relevant related degree. Master's degree is a plus.

II- Experience:

- Minimum of 3 years of relevant experience working with local actors, NGOs and other actors
- Minimum of 2 years of work in coordination, logistics, technical support to local and national actors
- Minimum 2 years of Knowledge and experience working in peacebuilding, dealing with the past, social science, or any other related field.

III- Competencies:

- Excellent organizational skills
- Ability to work under pressure
- Excellent communication skills
- Ability to work with diverse groups

8. Scope of Price Proposal and Schedule of Payments

The scope of price proposal is a monthly lump sum amount:

- The Daily fee must be all inclusive¹.
- The contract price is fixed regardless of changes in the cost components.

The schedule of payments is as follows:

- Payment 1: 30% of the total contract amount upon submission and UNDP approval of deliverable 1
- Payment 2: 35% of the total contract amount upon submission and UNDP approval of deliverable 2
- Payment 3: 20% of the total contract amount upon submission and UNDP approval of deliverable 3
- Payment 4: 15% of the total contract amount upon submission and UNDP approval of deliverable 4

Each payment shall be made following certification by UNDP that the services related to the tasks described in the sections 2 and 3 have been satisfactorily performed.