



## **Annex 1**

### **Terms of Reference TOR**

#### **For the engagement of a local NGO through a Responsible Party Agreement (RPA)**

**Assignment name: Empowering Local Authorities and Local Actors in Lebanese Communities hosting Syrian refugees through implementing the first phase of the establishment Mechanisms for Social Stability- Bekaa Area**

**UNDP Project name:** Peace Building in Lebanon, Phase 3  
**UNDP Project ID:** 00088560  
**Type of Contract:** NGO Responsible Party Agreement (RPA)

## **1. BACKGROUND**

Since 2008, UNDP has been working closely with local authorities (municipal council members, *mukhtars*, etc.) from all six governorates across Lebanon to support community based peacebuilding through facilitating processes entailing capacity building programmes in peacebuilding, conflict resolution and mediation skills. Since 2011, the focus has been on longer term approaches, assisting local communities in jointly planning and establishing local level peacebuilding mechanisms and dialogue initiatives. Local actors include those sensitized to peacebuilding concepts, participants in dialogue sessions and several of stakeholders including youth, religious leaders, NGOs, *mukhtars*, municipal council members and educators. The purpose of this work was to develop initiatives to reduce tensions that may arise in the communities before they escalate to a higher level.

In 2013, the impact of Syrian refugees' influx expanded to most Lebanese communities. Signs of different types of conflict between Lebanese and Syrians became clear in many host communities, with intensities

varying based on the respective regions' social and economic context. The municipalities suffered from overload and faced many challenges when it came to managing the situation at the local level. UNDP and through its new "Stabilization and Recovery Programme" started addressing challenges caused by the impact of the Syrian crisis on Lebanese host communities through working on three sectors: basic services, livelihood and social stability. Under the last sector and through the Peace Building in Lebanon Project, an initiative for improving social stability in Lebanese host communities impacted by the Syrian crisis was launched and mechanisms for social stability (MSS) were established to prevent or reduce tensions and different types of conflict between different elements of the local communities.

During this phase, UNDP plans to pursue its work in four areas of Lebanon: North, Bekaa, South and Nabatiyeh, where a high number of Syrian refugees are living and the risk of tension is high and where mechanisms for social stability (MSS) were established. It is worth mentioning that UNDP is also working on livelihood and basic services projects in those same areas. The villages targeted are among the most vulnerable communities identified jointly by the UN and the Lebanese Government.

In the Central and the Northern Bekaa, UNDP has been working in eight localities: Qab Elias, Makseh, Ali Al Nahri, Riyyak and Kfarzabad (Central Bekaa); and Hawsh Barada Talia, and Baalbeck (Northern Bekaa). Based on the initial participatory conflict analysis exercise, specific mechanisms were developed for each village in coordination with established "Groups" representing the municipalities and the local actors in this area. These 'Groups' have developed their action plans and prepared their activities for implementation.

Under this background, UNDP is willing to engage a local NGO as Responsible Party to support the established "Groups" in implementing their activities in the Bekaa area.

## **2. OBJECTIVE**

The overall objective of this assignment is to support local authorities and other key local actors defined as "Groups", in the Central and Northern Bekaa, to better manage the crisis, and better respond to the additional challenges resulting from the impact of the Syrian crisis on them by implementing the mechanisms for social stability (MSS).

## **3. SCOPE OF WORKS**

Under the guidance and supervision of the UNDP Peace Building Project Manager, the local NGO is required to offer technical and functional support to the local 'Groups' in the Central and Northern Bekaa, to consolidate and launch their established Mechanisms and to implement their designed activities while securing their presence and sustainability at the local level.

### **1- Revise and consolidate the designed activities**

As mentioned above, each local 'Group' has developed a specific activity/set of activities to launch/implement their Mechanisms for Social Stability. The local NGO will study, revise and consolidate the project proposals developed by each 'Group' through consultations and meetings with the 'Groups' and UNDP Peace Building Project team. The proposals should be made to most effectively and efficiently serve the objectives outlined by the Mechanisms.

### **2- Support the local 'Groups' in the implementation of the activities**

The local NGO will provide the 'Groups' with the necessary training and coaching sessions (3-4 per Group) on the technical aspects of their planned activities and will follow up and counsel the 'Groups' before and during the implementation of the following activities:

#### **Baalbeck:**

Implementing various activities under the "Sports Peace Month" theme that include various sports games such as: Marathon, courses in basketball, volleyball, walking in nature, and lectures by specialists on the importance of sport in society. In addition to recreational activities for Women as cooking and handicrafts, and other activities, in order to demonstrate the importance of cooperation between the various segments of Baalbek population.

The estimated budget allocated is around 7,000 USD.

#### **Hawsh Barada:**

Organizing a traditional villager's dinner with a night by the fire. The activity aims at attracting villagers who no longer live within the village. In addition to spreading the spirit of love, friendship, forgiveness, and bring the different sections of the community closer.

The estimated budget allocated is around 4,000 USD.

#### **Talia:**

Conducting awareness raising (training workshop) on waste sorting targeting all the stakeholders in Talia: schools, restaurants, housewives... in an aim to prepare the ground for the municipality to implement its waste management plan, and also to involve youth and women in social work by giving them the opportunity to plan and implement activities related to the awareness on waste sorting.

The estimated budget allocated is around 5,500 USD.

**Kfarzabad:**

Implementing two days cultural, entertainment and sports camp titled "love and peace" with a closing event combining Lebanese and Syrians entitled "Always Friends". The Camp will bring together youth from Lebanese and Syrians aiming at relieving the resulted psychological stress and tension on both youth Lebanese and Syrian Refugees. These activities would enrich the social stability, reduce the tension and stress among youth, and help them use their skills in useful activities.

The estimated budget allocated is around 6,500 USD.

**Riyyak:**

Organizing a one day Marathon "we run for peace" which aims at bringing the different societies together in an attempt to reduce the economic and social burdens on the Lebanese and Syrian refugees, and to promote for coexistence between all religions. In addition to the marathon, offering handicrafts courses to motivate the women to participate in the social life to highlight and develop their capacities.

The estimated budget allocated is around 8,000 USD.

**Makseh**

Organizing music courses for the youth in Makseh in order to reduce the social distance between Lebanese and Syrian children and youth of both genders, and to nurturing the young generation's musical and artistic talents as well as their creativity, which in turn fosters a culture of peace and non-violence

The estimated budget allocated is around 7,000 USD.

**Kab Elias**

Organizing a cultural and entertaining camp for Lebanese and Syrian youth that aims to promote integration and non-violence, as well as, peaceful conflict resolution, and to create friendships among the Lebanese and Syrian youth, which leads to a decrease in prejudice behavior.

The estimated budget allocated is around 6,000 USD.

**Ali AL Nahri:**

Organizing leisure, sports, and cultural activities open to people of all ages to reduce the tension within the community, and to encourage the youth to participate in cultural, social and athletic activities that serve self-development and the development of the community rather than detrimental activities such as drugs.

The estimated budget allocated is around 5,000 USD.

**4. EXPECTED OUTPUTS and RESULTS**

The NGO shall deliver the activities within the following timeframe:

Activities	Weeks 1 - 4	Weeks 4 - 18
Revise and consolidate the designed activities		
Support the local 'Groups' in the implementation of the activities		

**5. DURATION OF THE ASSIGNMENT**

The overall timeframe of the works is 18 weeks; the Start date for carrying out the assignment is immediately after RPA (responsible Party Agreement) signature. The overall term of execution of the works is until the end of 2016, effective from contract signature date. Extensions, if deemed necessary, can only be granted through mutual agreement between the parties. Urgent cases that could justify delays of works are mainly due to security reasons, in case of any deteriorated security situation or conflicts in areas of implementation and extreme weather conditions.

**6. INSTITUTIONAL ARRANGEMENT**

The local NGO selected will coordinate closely with the UNDP Project Manager and the project team.

The roles of each party are identified in the sub-section below.

***Roles and Responsibilities of partners:***

- Allocate the proper and needed personnel to carry out the project's activities;
- Ensure proper reach out to beneficiaries;
- Implement and constantly monitor the activities;
- Provide required and comprehensive reports on a timely manner (focusing as well on the impact).

## **Role of UNDP**

- Provide field coordination support through the Local Level Field Assistant and the Local Peace Building Coordinator;
- Follow up with the *local NGO* on the process of implementing the different activities and ensure their smooth implementation;
- Facilitate meetings at the local level;
- Monitor and evaluate the implementation of activities;
- Compile and verify information on project progress gathered by *local NGO* in the field;
- Ensure Quality assurance;
- Manage potential risks related to the implementation of the activities through the constant monitoring and evaluation.

## **7. REQUIRED QUALIFICATIONS**

The NGO willing to submit shall possess the following qualifications:

Experience:

- Minimum 5 years of relevant experience in implementing and monitoring Social Stability activities.
- Minimum 3 years' experience in carrying out similar projects in supporting local community in building capacities.
- Minimum 3 years' experience in coaching and training.
- Previous cooperation with international UN organizations and / or international NGOs in Peace Building.

Resources:

- Availability of a focal point, facilitators and qualified support staff to coordinate with the Groups and facilitate the implementation and monitoring of the activities.
- Research capacity to conduct analysis and reporting and evaluate the outcomes of the process.
- Ability to mobilize local communities and organize events in areas of implementation.

In addition to presenting a proposal that shows the budget breakdown in accordance with [Annex 3], each NGO shall submit a preliminary methodology and fill the Simplified Capacity Assessment (SCAN) [Annex 2] in addition to requested supporting documents.

## 8. BUDGET

UNDP is allocating an all-inclusive<sup>1</sup> budget of **USD 66,000** for this assignment.

NGOs wishing to apply shall specify in their proposal the allocation of budget for their tasks as per the scope of works. Budget allocation would include for example the number of staff / volunteers required; materials; logistical support; transportation; etc.

## 9. TERMS OF PAYMENT

Payment will proceed as following:

- 20% of the contract amount upon receiving the updated methodology and work plan with time lines; receiving the invoice and UNDP acceptance.
- 30% of the contract amount upon receiving the revised list of activities; receiving the invoice and UNDP acceptance.
- 30% of the contract amount upon completion of 5 activities from the Central and Northern Bekaa and; receiving the invoice and UNDP acceptance.
- 20% of the contract amount upon completion of all activities in all areas and submitting the final report; receiving the invoice and UNDP acceptance.

## 10. ANNEXES

Attached are the Simplified Capacity Assessment (SCAN) template [Annex 2] and the proposal template [Annex 3] that should be completed by interested NGO.

## 11. CLOSING DATE OF THE SUBMISSION

A completed Simplified Capacity Assessment (SCAN) [Annex 2] and Proposal [Annex 3] with requested attachments must be submitted to UNDP Lebanon by no later than 2 weeks from the date of the TOR.

One copy of the documents should be submitted in a sealed envelope to the following address:

Contact Person: Procurement Unit  
Name of Office: UNDP Lebanon  
Address: Arab African International Bank Building  
Third Floor, Room # 310  
Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon  
Telephone: [+ 961 1 962 500](tel:+9611962500)

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

Fax: [+ 961 1 962 491](tel:+9611962491)  
E-mail: [procurement.lb@undp.org](mailto:procurement.lb@undp.org)

## **12. APPROVAL**

This TOR is approved by:

Signature	<hr/>
Name and Designation	Joanna Nassar Project Manager
Date of Signing	03/08/2016