

Annex -1-
Terms of Reference (TOR)

For an Assignment Requiring the Services of a National Individual to be engaged through an Individual Contract (National IC)

Project Name: Support the Implementation of the Lebanese Palestinian Dialogue Committee' (LPDC) strategic plan, Phase 1
Reference Number: 00094684
Type of contract: National Individual consultancy
Subject: Provision of the services of a Project Coordinator

A. Project Description and Background

The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon.

This project aims to strengthen the capacity of the LPDC to implement its strategic Plan (2015-2020) that enables the GoL to set up a comprehensive policy on the Palestinian refugee issues, with a view to improving their living conditions.

LPDC Project's components include the following outputs:

Output 1: Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;

Output 2: Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;

Output 3: Capacity of line ministries mandated with Palestine refugees strengthened;

Output 4: Capacity of LPDC to act as the focal point for national and international partners, on issues regarding Palestinian refugees in camps and surrounding communities strengthened;

Output 5: Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus-building enhanced.

In September 2016, the Council of Ministers decided to implement a National Census of Palestinian refugees based on the proposed framework submitted by the LPDC.

The Census of Palestinians in Lebanon will be carried out jointly by the Central Administration of Statistics (CAS) and the Palestinian Central Bureau of Statistics (PCBS).

While the technical tasks will be carried out by the two institutions, the overall management of the

project will be carried out by a Census Unit set for this purpose and who will be independent of the two institutions.

The primary objective of this consultancy is to support the project to undertake all the ground work in terms of the day to day work of the census unit in coordination with CAS and PCBS multidisciplinary teams in order to complete the census within the set timelines.

Guided by the framework laid out in the Council of Ministers decision pertaining to conducting the census and its corresponding MOU signed with the Government of Palestine and building on the preparatory work already conducted to date pertaining to the census, the consultant will carry out working level meetings with relevant stakeholders, development partners, and other UN agencies. The UNDP through the LPDC support project team will facilitate the assignment of the consultant to coordinate the census for Palestinian Refugees in Lebanon. The consultant will also support in preparing for regular steering committee meetings and draft the relevant committee reports.

The consultant will report directly to the UNDP Project Manager, and will work closely with the respective CAS and PCBS teams as well as the Chairperson of the LPDC.

B. Scope of Work

The Project Coordinator will support the UNDP Project Manager and the implementing partners (CAS and PCBS) in the implementation of the project work plan by providing coordination support to project activities. He/she will be working closely with a project team composed of CAS and PCBS experts, and will be liaising with multiple actors: community based organizations, non-governmental organizations, and national/local government officials. The Project Coordinator will be responsible for daily basis follow up with all key actors on the census implementation, providing needed support to the Census Unit team and to the UNDP Project Manager to effectively carry out the activities in the agreed work plan.

The consultant will undertake the following tasks and activities:

- Provide overall managerial support to the Census Unit staff;
- Mobilize personnel, goods and services and training to initiate activities, including drafting terms of reference, work specifications and overseeing all contractors' work;
- Work with CAS and PCBS technical advisors and UNDP on the implementation of a comprehensive procurement plan to facilitate timely acquisition of the required equipment and materials for the census;
- Ensure that technical support and guidance in all aspects of census operations are available to the implementing partners (CAS and PCBS);
- Support CAS, PCBS and LPDC in mobilizing funds for the census project;
- Work with CAS and PCBS teams on the implementation of the census plan, including the quality control plan;
- Engage with local communities and other actors to ensure the smooth and secure conduct of the census;

- Support CAS and PCBS in planning, organization, execution and management of training of census field staff;
- Monitor the project implementation and assist in the preparation of quarterly and annual implementation reports, both narrative and financial;
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required;
- Work with CAS and PCBS on publication and dissemination of census results;
- Monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the Project Manager for consideration and decision on possible actions if required. Update the status of these risks by maintaining the project risks log at the Census Unit;
- Prepare the annual review report, and submit the report to the Project Manager;
- Report daily to the UNDP Project Manager on the progress of the census.

C. Expected Outputs and Deliverables

REPORTS VALIDATION MODALITIES

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

On submittal of the final report, the UNDP Project Manager shall respond within maximum of ten 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.

DELIVERY SCHEDULE

- Timely quarterly reports to UNDP;
- Timely financial, narrative and final reports submitted to UNDP and partners namely CAS, PCBS, and LPDC;
- Timely facilitation of decision making processes for the project;
- Effective project coordination and reporting on results quarterly and annually.

D. Institutional Arrangement

The consultant will report to the UNDP Project Manager in close coordination with the LPDC chairman. The consultant will supervise the Census Unit team composed of 4 to 5 administrative staff as well as other technical posts that shall be recruited for limited periods as may needed such as: digitizers, field supervisors, enumerators...

The consultant will liaise with CAS and PCBS experts and teams assigned to this project.

UNDP will be responsible for providing the contractor with all necessary information related to the project in a timely thorough and transparent manner. It will be also responsible to provide clarifications and facilitation of the work.

Day to Day transportation from home to office (& vice versa) shall be covered by the consultant's own means.

Official transportation (duty station to field & vice versa) communication in relation to Consultant work duties shall be covered by UNDP.

E. Duration of Contract

The duration of the contract is 12 months starting from contract signature.

During those 12 months, the consultant is expected to report to work on a daily basis, except on national holidays observed by the Government of Lebanon.

F. Duty Station

The Project Coordinator will be based in the LPDC Census office (Grand Serail).

Frequent field visits to Palestinian Camps and Gatherings in the different Lebanese regions will be required.

G. Qualifications Required

The Individual Consultant should possess the following minimum qualifications:

Academic Qualifications:

- **Master Degree is a must;**
- Academic background in Statistics, Political Science, Economics, Project Management or related fields.

Years of Experience:

- **Minimum 10 years of working experience;**
- **Previous experience in working with public institutions is a must;**
- Extensive professional experience in research project implementation and management;

- Previous managerial experience in carrying out complex research projects that require the collection of data in large sums and in what would be characterized as a sensitive setting (i.e: projects having outcomes that may have moderate or strong implications on political dynamics in the country, requiring coordination with a multitude of governmental and civil society organization where each stakeholder has a specific role to fulfill without which project outcome cannot be achieved, having a potential security dimension and being characterized by high programmatic risks...)

Competencies:

- Good management and coordination skills;
- Proven experience in coordinating and monitoring projects;
- Negotiating, diplomacy and lobbying skills;
- Commitment and drive to achieve challenging goals, and problem solving attitude;
- A team player with strong inter-personal skills and the ability to deal with multiple teams located in multiple institutions;
- Ability to identify partners' needs and deliver them promptly and accurately;
- Knowledge in use of computer software packages for word-processing, excel, power point, databases and spreadsheets, and the internet;
- Excellent communication and facilitation skills;
- Ability to follow deadlines, accuracy and attention to detail and ability to work under tight timelines;
- Previous experience in leading researches/surveys in Palestinian refugees' context in Lebanon;
- **Fluent in English and Arabic is a must**, French is a plus;

H. Scope of Price Proposal and Schedule of payments

All proposals must be expressed in a Daily Fee.

- i) The Daily fee must be "all-inclusive"; and
- ii) An IC Time Sheet must be submitted by the Contractor, duly approved by the Individual Contractor's supervisor, which shall serve as the basis for the payment of fees.

Schedule of Payments:

1 payment equivalent to 1/12 of the total contract amount after each month of work (starting from contract signature) and based on the submission of the required IC time sheet by the consultant and UNDP approval;