

Terms of Reference (TOR)

For an Assignment requiring the services of an individual to be engaged through an Individual Contract (IC) National Position

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 Communication and Logistics Expert

A. Project Description

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.

Phase I of this project seeks 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 Communication and Logistics Expert will report to the UNDP Project Manager as a member of the Census Unit team and work closely with the Project Coordinator (also a member of the census unit).

In this context, UNDP is requiring the services of a national individual consultant as a Communication and Logistics Expert.

B. Scope of Work:

Under the overall guidance of the LPDC Chairperson and the supervision of the UNDP “Support the Implementation of LPDC’s strategic plan, Phase 1” Project Manager, the Communication and Logistics Expert will perform the following tasks:

- Prepare and oversee the implementation of the Palestinian Census communication and logistical strategy and workplan;
- Implement communication activities to promote and share project objectives and activities;
- Produce communication materials including reports, newsletters, press releases, success stories and support the Census Unit in planning, advertising and carrying out project events;
- Produce all training, workshops and conferences communication materials including talking points/speeches, press releases, press clippings and others;
- Manage and update project communication tools: website, social media tools (Facebook page, twitter) and other;
- Develop the logistical implementation of the census field activities in coordination with the Project coordinator of the Census unit;
- Liaise with LPDC Media coordinator, UNDP Communication department and communication and advertising agencies to ensure proper implementation of the census communication strategy and plan;
- Maintain good contact with all stakeholders involved in the project: media institutions, political factions, UN agencies and governmental institutions, and organize appearances on radio and TV shows to highlight LPDC’s and Census activities;
- Promote activities that raise awareness among the Palestinian refugees’ community about the census project;
- Organize meetings with media institutions and prepare related materials for raising awareness on the importance of the Census;

C. Expected Outputs and Deliverables:

Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
Communication and Logistical support	21.75 working days per month for a duration of 12 months	Project Manager

D. Institutional Arrangement:

The consultant will report to the UNDP Project Manager in close coordination with the LPDC chairman and the Project Coordinator of the Census.

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 the Work:

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:

Consultant 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 and Competencies:

The Individual Consultant should possess the following minimum qualifications:

Academic Qualifications:

- **Bachelor degree is a must;** Master's degree is a plus.
- Academic background in communication, law, journalism, marketing or similar;

Years of Experience:

- **A minimum of 6 years of experience is required;**
- Extensive communication or public information professional experience is required;

- Demonstrated experience in writing articles and/or professional publications (examples to be submitted along with the CV).

Competencies:

- **Fluent in Arabic and English**, French is a plus;
- Previous experience in working with public institutions;
- Proven inter-personal written and oral communication skills Arabic, English;
- Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously.
- Ability to produce accurate and well-documented reports conforming to the required standards;
- Excellent writing and analytical skills;
- Good command of office software and internet;
- Knowledge of Palestinian refugee camps.

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;