

## Terms of Reference

**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Provide Qualitative Analysis to the Maps of Stability & Resilience – MSR.

**Project Title:** Lebanese Host Communities Support Programme - LHSP

Supporting Lebanese Host Communities Affected by the Syrian Crisis 00084708

**Period of assignment/services:** 30 Working Days spread over 2.5 Months.

### 1. Background

The United Nations Development Programme launched in 2013 the "Lebanese Host Communities Support Project" (LHSP) as a comprehensive, coordinated and durable response towards the Syrian Crisis and its implications on the country. The project is developed under a number of guiding principles which drive the activities of UNDP to support Lebanon and the host communities, as well to support national and local institutions through capacity building to respond to the impact of the Syrian crisis in Lebanon and the pre-existing problems before the Syrian crisis and exacerbated by the current situation. These include: efficient utilization of funds by targeting the national and local mechanisms that can impact positively the response to the challenges, and have a multiplier effect across sections; and by targeting most vulnerable host communities; ensuring stakeholder participation in the affected areas in the identification, implementation and monitoring of interventions in a transparent manner; treating social stability as both a targeted activity as well as a cross cutting theme; and, developing local capacities to operate and maintain the interventions after completion to ensure sustainability.

The Project seeks to help increase stability, specifically in the areas affected by the Syrian crisis, through improving livelihood and service provision in a conflict sensitive manner. It aims at contributing to improved community security, economic recovery and social stability in the affected areas through a community-based approach which will increase livelihood options and local level service delivery.

Lebanese Municipalities, being as the forefront of the Syrian crisis impact on Lebanon, are considered as the most relevant entry point for building stability and resilience in vulnerable communities, hosting Syrian refugees. After eight years into the crisis, the response requires a territorial approach where all local actors, including municipalities' members and local stakeholders, are all together engaged in the process of stabilization of local communities, aiming

to reduce the impact of tensions related to the relationship between Lebanese population and Syria refugees, as well as other internal causes of tension.

For this matter, the UNDP LHSP has introduced a participatory and conflict sensitive approach at territorial (Municipal) level, oriented to analyze and identify risks and problems taking into consideration Lebanese and Syrian refugees needs, and based on a consolidated local instance composed by the Municipality and the local actors, that is called Maps of Stability and Resilience (MSR) also known as Municipal Plans.

The Municipal Plans produced by the local groups allows the identification and implementation of Investment Projects, according to the priorities identified along the MSR process and taking into consideration gender equality, youth engagement, and accessibility for the disabled to projects. The groups continue to be the referent for the community to integrate complementary actions, related to a comprehensive approach of stability, including support to the creation of a culture of tolerance, human rights respect and peace.

The MSR involves the communities in the production of a multi-sectorial action plan. The methodology fosters the broadest participation of local authorities, civil society organizations and public-sector representatives organized in a working group to identify risks and propose solutions, which are translated into local impact projects. The methodology gives the community a leading role in finding the solutions to its problems, in collaboration with all institutions mobilized at municipal level based on ownership and commitment for sustainability. *(Please find attached Annex A – MSR Plan Outlines.)*

It is worth mentioning that the MSRs are a second-generation developed joint Mechanism of the previously conducted methodology assessments which were called MRR (or Maps of Risks and Resources) that focused on the direct needs of the communities and the MSS (or Mechanisms for Social Stability) that focused on the root of tension and lack of stability in communities.

112 Communities of the most vulnerable has an updated MSR by 2019, and all the 251 most vulnerable communities within the LCRP have an MRR that have been updated in 2017 and were initially conducted between 2014-2016, available to the public and posted online. *(Please find attached Annex B – MRR Plan Outlines.)*

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

The Consultant is expected to provide Analysis to the MSRs on 2 Levels:

- (1) Provides a Qualitative Analysis to the 112 MSRs; and 251 MRRs:

for this, the consultant is required to take into consideration the following set of selected groupings:

- a. Sectors Priorities; (using the LCRP Sectors Terminology)
- b. Root Causes of the problems including:
  - a. Local Community Problems;
  - b. Crisis Related Problems;
  - c. Instability and conflict aggravating factors;
- c. Problems incidence inside each sector;
- d. Problems affecting Women and Youth;
- e. Impact factors on Social Stability;
- f. Proposed Solutions/Interventions and their Priorities

To do so, the Consultant is required to Classify the problems and needs/solutions following a set of terminologies and criteria to be agreed upon with the UNDP team.

Additionally, all the above Analysis should have **National, Governorate and District Levels analysis.**

- (2) Compare the evolution of the problems and needs at the different above levels from the beginning of the crisis until it became a protracted crisis in 2018/2019. (MRR results Vs. MSR results) using the same methodologies as above – this will require as well applying the same methodology used above (Point 1).

The Task should result a simple, yet comprehensive, analytical output using a friendly-user platform with visual presentation. (Pies, Graphs, bars...etc.) along with the data source used on open source platform and to provide Narrative Report including all the classifications.

### **3. Expected Outputs and deliverables**

**The Consultant will be responsible for the following:**

**Task 1** (*estimated 5 days' work needed*): Submission of first report related to the meetings with the UNDP staff as needed including but not limited to, Social & Local Development Programme Manager, Conflict Prevention & Recovery Programme Manager, UNDP LHSP Chief Technical Advisor, Area Managers (4 persons), Peace Building Project Manager, 2 MSR Facilitators (who supported the analysis and development as External Consultant, to be selected by the UNDP LHSP CTA)

**Task 2** (*estimated 5 days' work needed*): Provide the Classifications/Terminologies to be used as key factors for every category as mentioned above in section 2.1.; to be revised and approved by the UNDP LHSP CTA.

**Task 3** (estimated 10 days' work needed): Provide the first Draft of Analysis of the 2 Levels as mentioned above in section 2 to outline the MSR insights; to be revised and approved by the UNDP LHSP CTA.

**Task 4** (estimated 10 days' work needed): Provide, the below deliverables in English, as per section 2 to be fully approved by the UNDP LHSP CTA:

- ✓ Final Result with the analysed data
- ✓ Narrative Report Analysis
- ✓ Power Point Presentation

<b>Deliverables/ Outputs</b>	<b>Estimated Working Days</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
Task 1 and 2	10	3 Weeks from contract signature	UNDP LHSP CTA
Task 3	10	6 Weeks from contract signature	UNDP LHSP CTA
Task 4	10	10 Weeks from contract signature	UNDP LHSP CTA

#### **4. Institutional arrangements**

The consultant will work under the direct supervision of UNDP LHSP Chief Technical Advisor

#### **5. Duration of work**

30 Working Days spread over 2.5 Months.

#### **6. Duty station**

Homebased with meetings when needed.

#### **7. Requirements for experience and qualifications**

##### I. Academic Qualifications:

Master's Degree in Economics, Statistics, Social Studies, Development Studies or related fields

##### II. Years of experience:

Relevant experience of 10 years in Development sector including relevant experience in Qualitative Research and Reports generation

##### III. Technical experience:

- Previous work Experience in Data Analysis and Research; at least 3 previous proven studies/analysis conducted;
- Previous work Experience in Social and Economic Development;
- Knowledge in Peace Building and/or conflict prevention activities;

#### Other assets

- Fluency in written and spoken English and Arabic.
- Excellent oral and written communication and presentation skills.
- Ability to assume responsibility and to coordinate with others.
- Strong reporting skills.
- Attention to details and ability to handle tasks accurately.
- Produce Quality Outputs on timely manners.
- Advanced Computer skills: Word, Excel, Power point.

#### 8. Scope of Price Proposal and Schedule of Payments

The payment will be issued based on a lump sum amount as per the below deliverables:

Deliverables	Time frame	Payments
Tasks 1 – 3	6 Weeks from IC contract signature	50% of the total contract amount
Task 4	10 Weeks form IC contract signature	50% of the total contract amount

#### 9. Criteria for selection of the best offers

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> <li>• <i>Criteria A:</i> Master’s Degree in Economics, Statistics, Social Studies, Development Studies or related fields = 15 points <i>Phd = 20 points</i></li> </ul>		20
<ul style="list-style-type: none"> <li>• <i>Criteria B:</i> Relevant experience of 10 years in Development sector including relevant experience in Qualitative</li> </ul>		20

<p>Research and Reports generation = <b>15 points</b>  <i>More than 10 years = 20 points</i></p>		
<ul style="list-style-type: none"> <li>• <i>Criteria C:</i></li> <li>- Previous work Experience in Data Analysis and Research; at least 3 previous proven studies/analysis conducted = <b>15 points</b>;</li> <li>- Previous work Experience in Social and Economic Development = <b>10 points</b> ;</li> <li>- Knowledge in Peace Building and/or conflict prevention activities = <b>5 points</b>;</li> </ul>		<b>30</b>
<ul style="list-style-type: none"> <li>• <i>Criteria D: Methodology</i></li> </ul>		<b>30</b>
<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	