

Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy): Provision of individual services of a consultant to work on the reporting of the partnership between Live Lebanon and the Ministry of Foreign Affairs and Emigrants

Project Title: Lebanese Expatriate Project 2.0 – Live Lebanon

Period of assignment/services: 240 working days over a period of 12 months

1. Background

UNDP is one of the UN's global agencies that helps build capacities for development needs for a better life. Live Lebanon is one of UNDP Lebanon's local development projects operated under the Social and Local Development Program. Its primary objective is to bridge local development needs throughout the country with expatriate resources.

Live Lebanon has adopted various projects that have been developed through a national call for project proposals. These projects reflect pressing development needs in different parts of the country and fall under the sectors of health, environment, youth education and recreation; and income-generation. Examples of these projects include: the renovation of water reservoirs and pipelines for drinking water storage and distribution, restoration of irrigation canals for farmland irrigation, rehabilitation of school facilities and medical clinics, in addition to a number of other projects identified by local communities.

The United Nations Development Programme jointly with the Ministry of Foreign Affairs and Emigrants (sEE) launched in 2009 the "Lebanese Expatriate Project – Live Lebanon Initiative" as a platform connecting Lebanese living abroad and the private sector with local communities to support the development of the unprivileged areas of Lebanon through the implementation of fast impact development projects. Live Lebanon is currently setting up an office at MoFA with a team to support the initiative.

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

In the framework of the "Live Lebanon" initiative, the consultant should achieve the following results:

- 1- Work closely with the diaspora specialist and project manager to secure funds for development projects.
- 2- Drafting proposals for donors, concept notes, agreements related to new activities/initiatives/projects...
- 3- Monitor and follow up on documents related to coordination between UNDP, MoFA and potential donors and partners.

The following tasks are requested to fulfill the above mentioned scope of work.

- 1- Providing continued monitoring of partnership activities and ensures that communication

- 2- Undertake tasks related to the preparation, organization and follow up of meetings and relevant document preparation for Live Lebanon and Ministry of foreign affairs
- 3- Prepare all the logistics of training sessions, workshops, meetings, and other activities pertaining to the project, in coordination with the related team member.
- 4- Prepare progress and final reports on activities, difficulties met and achievements.
- 5- Facilitate cooperation and exchange of information with and between partners.
- 6- Support in task related to diaspora portfolio
- 7- Support in drafting concept notes/ project documents and project reports upon request
- 8- Support in drafting concept notes/ project documents and project reports upon request
- 9- Undertake any other reasonable tasks as per the project manager or MoFA focal point instructions.

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Draft of potential individual donors	1.5 months	1.5 months from signature of IC	Rawad Rizk – Project Manager
Progress report related to donors and progress of the partnership	1.5 months	3 months from signature of IC	Rawad Rizk – Project Manager
Draft of potential private sector partnerships with Live Lebanon and MoFA	1.5 months	4.5 months from signature of IC	Rawad Rizk – Project Manager
Progress report related to status of the partnership and donors	1.5 months	6 months from signature of IC	Rawad Rizk – Project Manager
Draft two project proposals for potential donors (individuals or embassies..etc)	1.5 months	7.5 months from signature of IC	Rawad Rizk – Project Manager
Organize the Lebanese Diaspora Energy Conference for Live Lebanon	1.5 months	9 months from signature of IC	Rawad Rizk – Project Manager

(booth, meetings, speaking opportunity...etc)			
Draft a report monitoring the funds received and expenditures	1.5 months	10.5 months from signature of IC	Rawad Rizk – Project Manager
Drafting a final report for the progress of the project	1.5 months	12 months from signature of IC	Rawad Rizk – Project Manager

4. Institutional arrangements

The consultant shall be working under the direct supervision of the Project Manager of the Initiative, under the overall guidance of the SLD Programme Manager and in close coordination with MoFA focal point.

5. Duration of work

The duration is 240 working days spread over a period of 12 Months.

6. Duty station

The duty station is Beirut, Lebanon.

7. Requirements for experience and qualifications

I. Academic Qualifications:

- A Bachelor degree in business administration, Finance, Management, Economics, Political Science, Public Administration, law or any other related field

II. Years of experience :

- Minimum 2 years of relevant professional experience

III. Technical experience:

- Technical Expertise in drafting project proposals to potential donors
- Knowledge and understanding of Lebanese diaspora
- Sound Experience in working/communicating with donors
- Sound previous experience in similar projects related Diaspora

IIV. Other Assets:

- Proficiency in English and Arabic languages. French is an asset
- Demonstrable analytical skills and report writing skills;
- Excellent proven communication skills.
- Good organizational skills

- Ability to adapt quickly to different working environments, to establish and maintain good working relations with individuals of different backgrounds, and to work under pressure
- Basic knowledge in areas related to community development and mobilization
- Self-motivated and able to recommend options for resolution of issues; excellent inter-personal skills and ability to negotiate and built partnerships;
- Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, both in Arabic and English.

8. Scope of Price Proposal and Schedule of Payments

The payment will be issued based on deliverables. Each deliverable will require 1.5 months. The payments will be 8 equal payments.

9. Criteria for selection of the best offers

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

- 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

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Academic qualifications Bachelor Degree: 21 Masters Degree: 30 		30
<ul style="list-style-type: none"> Criteria B: Years of relevant experience 2 years of relevant experience: 21 For each additional year: +1 		30
<ul style="list-style-type: none"> Criteria C: Technical Experience Technical Expertise in drafting proposals to potential donors: 10 Knowledge and understanding of Lebanese diaspora: 10 Sound Experience in drafting progress reports (financial): 10 Sound previous experience in organizing events and conferences: 10 		40
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	