

Terms of Reference for Individual Contractor (IC)

National or International consultants: International Consultant

Description of the assignment (Title of consultancy): M&E and Reporting Consultant

Project Title: Lebanese Host Communities Support Project (LHSP)

Period of assignment/services: 165 working days spread over 1 year

1. Background

The impact of the Syrian crisis on Lebanon is reaching a scale unprecedented in the history of complex, refugee-driven emergencies. While in April 2012, 32,800 refugees were registered or awaiting registration with UNHCR, by November 2014 this figure has jumped sharply to over 1,100,000, registered refugees an increase equal to over 25% of the total Lebanese pre-crisis population. This sudden and large influx of refugees from Syria is now placing enormous pressure on the country and its people, especially those in the poorest areas, where refugee concentrations have been greatest. The crisis is not only challenging the country's existing social and economic infrastructure, it is exacerbating significant development deficiencies such as unemployment, especially among women and youth, and profound disparities between the wealthy and the poor. In addition, the crisis brings to Lebanon a set of new tensions that threaten to undermine Lebanon's delicate social and political balance of power while amplifying pre-existing inter Lebanese divisions and provoking increasingly negative reactions against the Syrian refugee presence

United Nations Development Program jointly with the Ministry of Social Affairs (MoSA) launched in 2013 the "Lebanon Host Communities Support Project" (LHSP) as a comprehensive, coordinated and durable response towards the Syrian Refugee Crisis and its implications on the country. Ultimately, the Project seeks to help increase stability 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 cohesion in the affected areas through a community-based approach that will increase livelihood options and local level service delivery.

The project will further strengthen the capacity of national and local government and civil society actors for inclusive priority setting and conflict mitigation, dispute resolution, and participatory service delivery as well as enhancing business skills and marketing opportunities in vulnerable areas.

The project aims to achieve three main goals:

1. Increase the livelihoods and economic opportunities in affected areas

2. Strengthen the capacity of local and national actors to deliver basic services in a participatory and conflict sensitive manner.
3. Improve the local level dispute resolution and community security.

A Steering Committee (SC) under the leadership of MoSA is formed to provide overall governance for the LHSP. It includes representatives from the Prime Minister's Office, MoSA, UNDP, CDR, the Ministries of Interior and Municipalities, Health, and Education, UNDP, as well as key donors. Under the Steering Committee, a Technical Group (TG) reviews all the projects submitted for implementation. UNDP provides secretariat functions to the steering committee, including periodic reporting on projects activities and financial delivery, ensuring visibility of both Government ownership and donor support.

In order to develop an integrated response plan for the targeted localities, LHSP is conducting a conflict sensitive needs assessment adopting the "Maps of Risks and Resources" Methodology (MRR) through a participatory approach with civil society stakeholders and with the ownership and in full coordination with the local authorities.

The MRR 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.

The implementation of the MRR methodology takes place in four stages, and results in a multi sectorial action plan for each municipality:

- 1) Identification of risks and resources
- 2) Identification and prioritization of common solutions
- 3) Production of Action Plan
- 4) Implementation of identified projects

After 3 years of implementation LHSP has scaled up in terms of government (national, local) ownership, institutionalization of methodologies (MRR, Technical Group), donors' participation/contribution and number of implemented projects.

It is a priority to guarantee the quality control of LHSP in the different areas of M&E, methodology update and reporting, considering the increase volume of activities and processes involved.

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

I- Projects quality control, monitoring and evaluation

- Follow up with all the areas offices of Mt. Lebanon, North, South and Bekaa and country office team
- Producing all requested analysis/maps showing LHSP progress
- Monitoring quantitative and qualitative project performance, based on established indicators, through revision of monthly reporting from the area offices
- Support in developing evaluation tools and following up on implementation of the evaluation processes (i.e. perception survey)
- Provide Quality control of projects under LHSP
- Support in verifying adherence to donor stipulations, grant agreement guidelines and deadlines;
- Monitoring of the Livelihood unit Cooperatives and MSME's support projects and in the collection and verification of collected data.
- Maintaining and updating the LHSP collective projects tracking system

II- Reporting

- Responsible for the Lebanon Crisis Response Plan (LCRP) Activity Info reporting of LHSP
- Preparation of all donors quarterly and final reports and the LHSP annual report.

III- Coordination

- Regular coordination with the LHSP Communication Unit and the MoSA (including following up on the Maps of Risks and Resources needs methodology implementation);
- Support coordination with other Units within UNDP.
- Participate in the LCRP Social Stability Core Group meetings

3. Expected Outputs and deliverables

Output 1: Submission of 15 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data.

Output 2: Submission of 12 LCRP reports (Activity Information) produced for what concerns LHSP activities

Output 3: Submission of 14 quarterly donors' reports prepared as well as one LHSP annual report.

Output 4: Submission of 12 reports prepared concerning monthly meeting of LCRP Social Stability sector.

Output 5: Submission of 2 LHSP studies (perception study and MSR data analysis) reviewed under criteria determined by the indicators, and respective M&E ensured through collection and validation of data.

| Deliverables | Estimated Working days | Time frame to complete the deliverables |
|--|-------------------------------|--|
| Deliverable 1: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 1 LCRP report activity info Submission of the final MSR data analysis report | 15 | 1 month from contract signature date |
| Deliverable 2: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 1 LCRP Activity info report Submission of 4 LCRP Social Stability reports | 25 | 2.5 months from contract signature date |
| Deliverable 3: Submission of 4 Donors report and on LHSP annual report Submission and approval of 1 LCRP Activity info report | 15 | 3.5 months from contract signature |
| Deliverable 4: Submission of 4 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission of the first draft of the perception study report Submission and approval of 3 LCRP Activity info report Submission of 4 LCRP Social Stability reports | 25 | 5.5 months from contract signature |
| Deliverable 5: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 1 LCRP Social Stability report Submission of 3 Donors report | 20 | 7 months from contract signature date |
| Deliverable 6: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report | 30 | 9 months from contract signature |
| Deliverable 7: Submission of 1 project proposal review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission of 1 Donors report | 10 | 10 months from contract signature |
| Deliverable 8: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report Submission of 4 LCRP Social Stability reports Submission of the final of the perception study report | 25 | 12 months from contract signature |
| TOTAL | 165 | 12 months |

4. Institutional arrangements

Reporting to the CTA of LHSP

5. Duration of work

165 working days spread over 1 year.

6. Duty station

UNDP Beirut country office with possibility of field travels within Lebanon.

7. Requirements for experience and qualifications

I. Academic Qualifications:

- Bachelor Degree in Development Studies, International Relations, Social Studies or related fields.

II. Years of experience:

- At least Three years of experience of M&E. Experience in crisis support programme is a plus

III. Technical experience:

- Technical experience in M&E and reporting in a crisis context
- Technical experience in data analysis

IV. Competencies:

- Excellent writing, reading, and oral communication skills in English.

V. Other Assets:

- Ability to synthesize program performance data and produce analytical reports.
- Analytical and report writing skills.
- Experience in formulating projects.
- Experience in designing perception surveys.
- Knowledge in database management.
- Proficiency in the use of MS Office: Word, Excel, Outlook, PowerPoint.

The consultant should submit a Methodology explaining how, on which basis/context the work will be submitted as per the above-mentioned deliverables.

8. Scope of Price Proposal and Schedule of Payments

The payments will be issued based on completion and approval of each deliverable.

| Deliverables | Estimated Working days | Time frame to complete the deliverables | Payment terms |
|--------------|------------------------|---|---------------|
|--------------|------------------------|---|---------------|

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|--|-----|---|---|
| Deliverable 1: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 1 LCRP report activity info Submission of the final MSR data analysis report | 15 | 1 month from contract signature date | 10% of the total contract amount |
| Deliverable 2: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 1 LCRP Activity info report Submission of 4 LCRP Social Stability reports | 25 | 2.5 months from contract signature date | 10% of the total contract amount |
| Deliverable 3: Submission of 4 Donors report and on LHSP annual report Submission and approval of 1 LCRP Activity info report | 15 | 3.5 months from contract signature | 5% of the total contract amount |
| Deliverable 4: Submission of 4 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission of the first draft of the perception study report Submission and approval of 3 LCRP Activity info report Submission of 4 LCRP Social Stability reports | 25 | 5.5 months from contract signature | 20% of the total contract amount |
| Deliverable 5: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 1 LCRP Social Stability report Submission of 3 Donors report | 20 | 7 months from contract signature date | 15% of the total contract amount |
| Deliverable 6: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report | 30 | 9 months from contract signature | upon completion of 90% of work related to supporting the achievements of all outputs |
| Deliverable 7: Submission of 1 project proposal review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission of 1 Donors report | 10 | 10 months from contract signature | upon completion of 95% of work related to supporting the achievements of all outputs |
| Deliverable 8: Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report Submission of 4 LCRP Social Stability reports Submission of the final of the perception study report | 25 | 12 months from contract signature | upon completion of 100% of work related to supporting the achievements of all outputs |
| TOTAL | 165 | 12 months | |

9. Criteria for selection of the best offers

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: Bachelor degree in Development studies, International Relations, Social studies or related fields. = 15 points Master's degree or above = 20 points | 20% | 20 |
| <ul style="list-style-type: none"> Criteria B: -At least Three years of experience of M&E = 15 points More than 3 years = 20 points | 20% | 20 |
| <ul style="list-style-type: none"> Criteria C: <ul style="list-style-type: none"> Technical experience in M&E and reporting in a crisis context = 10 points Technical experience in data analysis = 10 points | 20% | 20 |
| <ul style="list-style-type: none"> Criteria D: Communication skills in English. = 10 points (5 points for Very good English Communication skills and 10 points for Excellent English Communication skills) | 10% | 10 |
| <ul style="list-style-type: none"> Criteria E: Methodology: Weak methodology: 5 points Good methodology: 20 points Strong methodology: 30 points | 30% | 30 |
| <u>Financial (Lower Offer/Offer*100)</u> | <u>30%</u> | 100 |
| Total Score | Technical Score * 0.7 + Financial Score * 0.3 | |

| <i>Weight per Technical Competence</i> | |
|---|--|
| Weak: below 70% | The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence |
| Satisfactory: 70-75% | The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence |
| Good: 76-85% | The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence |
| Very Good: 86-95% | The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence |
| Outstanding: 96-100% | The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence. |