

Terms of Reference

National or International consultant: National

Description of the assignment (Title of consultancy): Dialogue Facilitator and Strategic Communication Advisor

Project Title: Support the implementation of LPDC Strategic Plan - Phase 1

Period of assignment/services: 50 working days spread over a duration of 6 months from contract signature.

Terms of Reference

1. Background / 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.

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.

The Project components include:

- 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 2015, the LPDC, under the Prime Minister patronage, had launched and hosted a Dialogue platform among the Lebanese Political Parties to discuss the Governmental policies towards the Palestinian refugees.

In 2020, the LPDC is planning to launch the "Palestinian Working Group" with similar structure and composition of the "Lebanese Working Group".

In this context, the LPDC requires the support of a "Dialogue Facilitator and Strategic Communication Advisor".

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

Under the supervision of the Support to the LPDC's strategic plane-Phase I Project Manager and under the overall guidance of the LPDC Chairman, the consultant will work on the below:

1. Support the design of the dialogue strategy for the "Palestinian Working Group";
2. Liaise with the project team and external experts to prepare for dialogue sessions and develop dialogue agenda;
3. Facilitate the dialogue sessions and participate in the sessions of the Lebanese Working Group (LWG) and Palestinian Working Group (PWG);
4. Liaise with media, public opinion, academia and political figures to promote LPDC's policies and agenda;
5. Support the LPDC in drafting strategic communiqué, concept notes and policy papers addressing the national, regional and international challenges facing Palestinian refugees.

3. Expected Outputs and deliverables

All deliverables shall be delivered in one original hard copy, two hard copies and one electronic soft copy, preferably in Microsoft Word format, where applicable. The language of the report is Arabic.

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Deliverables/Outputs	Estimated time for completion	Target Dates	Due	Review and Approvals Required
1.Dialogue strategy proposal submitted	1 month (10 working days)	6 months after contract signature		Project Manager/LPDC President
2.Session/Meeting Agendas, Briefs or MoM submitted for 12 dialogue sessions	3 months (20 working days)			
3.Liaise with Media to promote LPDC's policies and agenda: a minimum of 2 strategic communiques submitted	2 months (20 days)			
4.A minimum of 3 Concept-notes, Policy papers submitted				

4. Institutional arrangements

The contractor will work under the supervision of the UNDP Project Manager.

UNDP will be responsible for providing the contractor with all necessary materials 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 own means.

The contractor will rely on his own means of communication and transportation.

UNDP will be responsible of covering the expenses of all dialogue sessions.

UNDP has full ownership of this activity and of its deliverables, and final output. Any public speaking (including social media usage) about the requested activities/deliverables should be coordinated with UNDP in advance and state clearly that ownership.

In addition, any public appearance related to the activity or its deliverables/output should be coordinated with UNDP in advance.

5. Duration of work

Contract shall be completed within 6 months from contract signature (50 working days)

6. Duty station

The contractor will be conducting the work from the Grand Serail, Beirut

The Contractor is not required to report regularly or be present on a daily basis at the office.

7. Qualifications Required

The Individual Consultant should possess the following minimum qualifications:

I- Academic Qualifications:

- University degree in political sciences, international relations, economics or other closely related fields.

II- Years of Experience:

- Previous experience in writing concept notes, policy papers and strategic communiques in English and Arabic (***samples to be provided with the resume***)
- Previous experience in facilitating political dialogue/discussion sessions or processes
- Previous experience working on Palestinian refugees' political rights
- Previous Experience working with Government Institutions.

III- Competencies:

- Excellent interpersonal and communicative skills.
- Very Good knowledge of Palestinian refugees' context in Lebanon, their living conditions, political aspirations, political factions/parties and affiliations and their history since 1948
- Fluency in oral and written Arabic and English, good command of French is desirable.

8. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in *Lump Sum Amount*, taking the following into consideration:

- i) the lump sum amount must be “all-inclusive¹”;
- ii) The contract price is fixed regardless of changes in the cost components.

The schedule of payments is as follows:

- 25% of the total contract amount upon submission and UNDP acceptance of deliverable 1;
- 50% of the total contract amount upon submission and UNDP acceptance of deliverable 2.
- 25% of the total contract amount upon submission and UNDP acceptance of deliverables 3 and 4.

¹ The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Consultant are already factored into the final amounts submitted in the proposal.