

## **Terms of Reference**

**National or International consultant:** National

**Description of the assignment:** Data Management Expert

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

**Period of assignment/services:** 80 working days spread over a duration of 6 months starting from contract signature

### **1. Background**

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. UNDP and through its project aims 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 Refugees issues, on improving their living conditions.

UNDP project's phase 1 components include the following Outputs:

1. Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;
2. Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;
3. Capacity of line ministries mandated with Palestine Refugees strengthened;
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;
5. Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus building enhanced.

In 2017, and in close coordination with CAS (Central Administration of Statistics) and PCBS (Palestinian Central Bureau of Statistics), LPDC conducted the National Population and Housing Census of Palestinian Camps and Gatherings in Lebanon.

In this context, UNDP requires the services of a "Data Management Expert" to conduct an assessment and finalize the analysis of the needs of Palestinian Refugees in Lebanon.

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

The Data Management Expert is required to conduct an assessment of the needs of Palestinian in Lebanon, compared to the other population groups, in light of the data and knowledge acquired by LPDC through the Housing and Population Census in Palestinian camps and gatherings, 2017, and the Labor Force and Household Living Conditions , 2019.

In this context, the Consultant will perform the following tasks:

- Create a central database integrating data collected from Census 2017 and LFHLCS 2019 in one platform;
- Consolidate LPDC's Data, with various set of demographical, spatial, socio-economical, data and layers available through third parties (UNRWA, UNHCR, etc....);

- Develop a GIS application that link global overview of the needs, to urban detailed view;
- Develop online visualization tools for Census data portal;
- Draft in-depth analysis of selected areas (camps and surrounding gatherings), with the support of daily news analysis and field information.

### 3. Expected Outputs and deliverables

The Consultant is expected to complete the tasks specified in the above section within a duration of 6 months, starting from contract signature, and submit the following deliverables:

<b>Deliverables</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates from contract signature</b>	<b>Review and Approvals Required</b>
<b>Deliverable 1:</b> Preliminary general GIS application	1 month (15 working days)	End of May2020	Project Manager
<b>Deliverable 2:</b> Mockup Data portal intranet	2 months (20 working days)	End of July 2020	
<b>Deliverable 3:</b> Global needs analysis	1 month (15 working days)	End of August 2020	
<b>Deliverable 4:</b> GIS application finalized	1 month (15 working days)	End of September 2020	
<b>Deliverable 5:</b> Needs analysis on specific areas	1 month (15 working days)	End of October 2020	

### 4. Institutional arrangements

The contractor will work under the guidance and 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.

The contractor will rely on his/her own means of communication and transportation during this consultancy.

### 5. Duration of work

6 months (80 working days) starting from contract signature

### REPORTS VALIDATION MODALITIES

Provisional approval by the Project Manager of the submitted documents shall take place at each of the defined milestones. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone.

## **6. Duty station**

This is a home-based consultancy with frequent visits to the LPDC offices located at the Grand Serail, Riad El Solh, Beirut, Lebanon.

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

The Individual Consultant should possess the following minimum qualifications:

### **I- Academic Qualifications:**

University degree in Geography, Data Management or other closely related field with technical specialization in Geo-spatial technology, cartography, Geographic Information Systems (GIS).

### **II- Years of Experience:**

- 5 years of relevant professional experience in GIS-data management;
- 2 years of quantitative research experience, with a strong emphasis on spatial analysis and detailed report preparation;
- Previous experience in working on Palestinian Refugees Camps and Gatherings is a plus;
- Previous experience in database design, database analysis and data management;
- Previous experience with UNDP or other UN Agencies or National and International NGOs is a plus;
- Experience in web technologies and programming (J2EE, php, VBA, Java...);

### **III- Competencies:**

- Advanced knowledge of combined GIS technologies; geographical data management and utilization, data conversion and validation, spatial analysis and visualization;
- Detail-oriented ability to work at a fast pace and meet deadlines;
- Fluency in English and Arabic are a must, French is a plus.

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

All proposals <u>must</u> be expressed in <i>Lump Sum Amount</i> , taking the following into consideration:
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- i) the lump sum amount must be “all-inclusive<sup>1</sup>”;
- ii) The contract price is fixed regardless of changes in the cost components.

**Payment will proceed as following:**

- 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 1;
- 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 2;
- 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 3;
- 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 4;
- 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 5;

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<sup>1</sup> 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.