

# Terms of Reference

**National or International consultants:** International

**Description of the assignment (Title of consultancy):** Mine Action EORE working group coordinator

**Project Title:** Enhancing the Capacity of the Lebanon Mine Action Center

**Period of assignment/services:** 4 Months

## 1. Background

A major consequence of the recent armed conflicts in the region has been the displacement and uprooting of many communities from their homes leading them to seek refuge in safer areas within their states or in neighboring countries. Available data (and experience from other past conflicts) identify returnees as a particularly vulnerable group, especially in the initial days and weeks after their return due to their limited understanding of the explosive ordnance (EO) threat they will face.

The humanitarian mine action community in Lebanon have acknowledged that if they are to protect returnees to Syria, it needs to develop a tailored made Explosive Ordnance Risk Education (EORE) approach that is context sensitive and addresses the complexity of the explosive threat facing the refugees from Syria as they return home.

Accordingly, a new initiative was launched in coordination with UN agencies under the Leadership of the Lebanon Mine Action Center (LMAC). The Explosive Ordnance Risk Reduction for refugees from Syria project consists of 3 subprojects. Subproject A will tackle Explosive Ordnance Risk Education, Subproject B first aid for EORR and the last subproject C will address risk mitigation. The sub-project A activities will include 2 separate workshops. The initial inception workshop will take stock of current successful practices for refugees and develop new customized approaches and procedures. The next phase will include close coordination and aggregation of methods and approaches to be validated in a final workshop.

UNDP is requiring the services of a Mine Action expert to develop and facilitate the workshops and coordinate the working group of sub-project A with the aim to develop specific procedures for Explosive Ordnance Risk Education.

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

The consultant will coordinate the subproject group A focusing on Explosive Ordnance Risk Education and will therefore implement the following tasks:

- Inception workshop
  - Facilitate a two-day kick-off technical workshop 1 – brainstorming sessions
  - Support UNDP in identifying current best practice
  - Support UNDP in identifying various experts (individuals and organisations)
  - Review relevant documents
  - Help to prioritise tasks and approaches
- Coordination phase
  - Provide the project team and the external consultant advise during the design phase (by e-mail, phone and meeting attendance)
  - Coordinate between participants during the workshop 1 and 2
  - Develop Draft procedures
  - Provide concrete feedback on draft procedures

- Participate in R&D, if and where appropriate
- Attend 2-3 meetings in Beirut during the 6-month design phase
- Final Workshop
  - Facilitate a final workshop 2 to “endorse” the developed procedure by mine action stakeholders
  - Submit a final consolidated report on recommended procedures and approaches

### 3. Expected Outputs and deliverables

All deliverables shall be delivered in hard copies as well as in electronic soft copy in English and / or Arabic.

The consultant is expected to achieve the following outputs and deliverables:

Output	Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Inception workshop	<b>Deliverable 1:</b> Facilitate an initial inception workshop for UN agencies and ngos and submit Progress Report 1 (less than 5 pages)	2 days	Week 1	Project Manager
Coordination & consolidation	<b>Deliverable 2:</b> Coordinate between stakeholders and aggregate and consolidate their input and submit Progress Report 2 (less than 5 pages)	10 days	Week 7	
Develop Draft Procedures	<b>Deliverable 3:</b> Develop and submit draft procedures based on workshop1 and meetings	5 days	Week 9	
Final Workshop	<b>Deliverable 4:</b> Facilitate a validation workshop and submit progress report 3 (less than 5 pages)	2 days	Week 12	
Draft Final Report	<b>Deliverable 5:</b> Submit a draft final report that includes all procedures, challenges faced, outcomes, lessons learned, suggestions and recommendations for future direction.	4 days	Week 15	
Final Report	<b>Deliverable 6:</b> Submit final report incorporating UNDP, LMAC and others stakeholders' comments	2 days	Week 16	

### MATERIAL VALIDATION MODALITIES

Provisional approval of submitted material/deliverables shall take place at each of the defined milestones shown in the delivery schedule above. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone.

On submittal of each of the final material, the Project Manager shall respond within maximum of five working days and the decision may either be:

- a) Approval,
- b) Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- c) Rejection with clear justifications.

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

The consultant will work under the direct supervision of UNDP project manager and in close cooperation with officers from the Lebanon Mine Action Center, the lead international consultant on EORE and other mine action stakeholders in Lebanon and UN agencies, as required.

The consultant shall rely on his/her own means of communication and transportation.

UNDP will organize the logistics and cover the cost (venue cost and beneficiaries' transportation) related to the workshops to be conducted.

UNDP will provide the Consultant with all available data in a timely manner.

**Title Rights and Copy Rights:** The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP.

UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance related to the activity should be coordinated and approved by UNDP.

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

The consultancy will require a total of **25 working days** to be completed within 16 weeks from contract signature.

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

The Consultant will not have report to a duty station on a daily basis.

Meetings with LMAC project team will take place in Fayadieh.

The workshops will take place in Mount Lebanon area.

The Consultant is expected to travel to Lebanon 2 times for a total of 6 working days.

The rest of the working days may be done from the consultant's home base.

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

The ideal individual to perform the works in this TOR shall possess the following:

##### I. Academic Qualifications:

Bachelor's degree in engineering, management, economics or any field related to mine action programming.

##### II. Years of experience:

- 10 years of proven international experience in Mine Action and Mine Action Programming
- Demonstrated expertise in organizing and moderating Mine Action Related Workshops

- 5 years of proven international experience in the field of EORE

### III. Competencies

- Excellent written and oral communication skills in English.
- Proposal writing skills
- Cross-cultural working experience

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

All financial offers must be expressed in a lump sum taking the following into consideration:

- 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:

- 40% of the total lumpsum upon submission and UNDP approval of deliverables 1 and 2
- 28% of the total lumpsum upon submission and UNDP approval of deliverables 3 and 4
- 32% of the total lumpsum upon submission and UNDP approval of deliverables 5 and 6

## **7. Criteria for selection of the best offers**

This section indicates all the criteria which shall serve as basis for evaluating offers, using the 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%:

### **Pass/Fail Criterion:**

**Excellent written and oral communication skills in English are a prerequisite for applicants to be considered eligible to apply for this consultancy.**

**This competency will be treated as a pass/fail criterion.**

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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 Contractor are already factored into the final amounts submitted in the proposal.