

Terms of Reference
Consultant: Project Reporting and Program Support
UNDP Libya Country Office

I. Position Information

Title:	Project Reporting and Program Support
Location:	Home Based, with two missions to Tunis, Tunisia
Type of Appointment:	Individual Contract (international)
Expected Period of assignment:	June 2020 – January 2021

II. Job Purpose and Organizational Context

The following technical proposal outlines the methodology to be employed by the **Consultant for Surge Support: Reporting (“the Consultant”)**. The objectives of the scope of work outlined in the Terms of Reference can be accomplished in 8 months.

UNDP is working rapidly to respond to crises in Libya by undertaking projects to help stabilize the country and instill trust and confidence amongst communities, and between communities and the government. The UNDP Libya Country Office (CO) has made strong commitments to international donors and its Libyan counterparts to help restore and improve public services; enhance the effectiveness and reach of existing public institutions; expand civic engagement and participation in political and development processes; increase economic opportunities in a more diversified economy; strengthen social cohesion, reconciliation and transitional justice initiatives; and contribute to stability throughout the country to ensure development gains.

In many areas of Libya, the level of destruction is overwhelming. Aerial bombardments of 2011, artillery bombardments from the continued fighting as well as deterioration of infrastructure from neglect left many areas barely habitable. Schools, hospitals, roads, bridges, public buildings and homes are contaminated by unexploded ordnance and IEDs.

Since December 2016, UNDP’s Stabilization Facility for Libya (SFL) has worked across the country to help the Government and communities progress towards peace and stability. The Facility works with the Ministry of Planning, municipal councils, civil society and other local leaders, to establish priorities for infrastructure, government capacity support and conflict mediation activities. Work is carefully sequenced to ensure that what needs to be done first, is done first.

While recognizing major progress and achievements made by the SFL, the Government of Libya and international donors clearly stated the need for the Stabilization Facility to **increase the volume and quality of its delivery, as well as speed up all interventions**. In December 2018, the SFL Project Board approved a revised project document for the next phase of the Facility, SFL—*Stronger for Libya*. **Approximately \$93 million is needed to implement the ambitious activities mandated by the Board in the next phase.** The Facility will need at least \$50 million

more in the next two years to serve the needs of cities like Kikla, Beghazi, Ubari, Sebha, Sirt, Tripoli, Bani Walid, Ajdabiya, Derna, Ghat, Kufra, and Tawergha.

The SFL has demonstrated its ability to deliver effective support for improved public service infrastructure across Libya despite the continuing violence and intensifying political divisions. Its reformulation should give even greater impact in stronger connection between central Government, local authorities and citizens. Its enhanced emphasis on mobilizing the agency of women for local peace offers a further avenue for more effective stabilization. If it can be adequately resourced, bringing together the efforts of a range of partners in a critical mass for stability, it offers a unique opportunity to improve the prospects for Libya and its citizens.

Timely reporting on SFL implemented interventions is vital for all stakeholders to reflect the progress made, challenges, and the impact generated. SFL produces quarterly progress reports, donor specific reports, fact sheets, in addition to ad hoc reports for resource mobilization. Reporting is also the key result based communication tool used to maintain donor visibility, inform and advocate for stabilization objectives.

Under the direct supervision of the Deputy Resident Representative, the Consultant will focus on the overall goal of **effective and timely reporting to meet the different reporting requirements as indicated above**. The consultant will assist the SFL's donor reporting specialist to perform the assigned tasks that have been notably quantitatively growing, proportionally with the project expansion. The consultant will work with SFL team to collect and analyze data concerning the implementation of the three project outputs, and demonstrate the inter-linkages in addition to the contribution to the stabilization goals. The Consultant will support UNDP Libya in Tripoli and donors with reports that include updates and insights into the planning and implementation of UNDP's stabilization initiatives throughout Libya. The consultancy will be home-based; however, two missions to Tunis of not more than 21 days will be required during the 8 month-period. The foundation of the work will be **strong, research, data collection and analysis around issues of stabilization in Libya's conflict/post-conflict environment**.

III. Duties and Responsibilities

The Consultant will be responsible for the following duties:

- Development of guidance for reporting at CO level and tracking and streamlining of donor reporting.
- Preparation of strategic briefs based on reporting information to facilitate donor and partner relations
- Support PMs finalize donor reports as requested
- Support the DRR in programme mapping and delivery tracking

- Donor reporting for the quarterly and annual reports during the period and all interim and final reports required under SFL agreements.
- Draft responses to regular ad hoc requests from the 14 SFL Donors.

IV. Contact duration

The duration of the contract will be 8 months with 110 workdays as per the below deliverables based breakdown.

V. Duty Station:

The consultant will perform the assigned tasks remotely/ home based and two missions to Tunis of not more than 21 days will be required during the 8 month-period

VI. Deliverables

The deliverables are summarized in the table below.

Deliverable 1: reporting at CO level, reporting line: Head of PMSU	<ol style="list-style-type: none"> 1. Map Libya CO donors substantive requirements for reporting with a view to develop guidance and a template for donor reporting, to be used strategically for partner engagement and donor relations (in cooperation with Communication and Partnership Specialists) 2. Track reporting requirements in the CO, proactively engage PMs to streamline and coordinate reporting, e.g. by preparing briefing per donor or thematic area. 3. Support PMs in finalizing donor reports as requested, based on CO guidelines (see 1) 	20 Work days over the period June 2020- January 2021
Deliverable 2: support to DRR, reporting line: DRR	<ol style="list-style-type: none"> 1. Coordinate program mapping 2. Support in proposal development 3. Support program delivery tracking 	50 work days over the period June 2020 - January 2021

Deliverable 3: reporting for SFL. Work to be conducted in close cooperation with SFL PM, reporting line SFL PM	1. Review of perception survey data and provide outcome level progress update 2. Denmark 2019 SFL Annual Report 3. Final Donor Report for Canada 4. Final Donor Report for USAID 5. Final donor report for JSB 6. Final donor report for USDoS 7. Q2 and Q3 SFL progress report 8. Coordinate the response to requests for clarifications 9. Support the development of result case studies	40 work days over the period June 2020 - January 2021
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VII. Technical Competencies

- Ability to communicate effectively (verbally and in writing) with international donors.
- Ability to maintain donor networks and partnerships.
- Leverages different experiences and expertise of team members to achieving better outcomes.
- Ability to write clearly and convincingly, adapting style and content to different audiences; speaks clearly and convincingly, demonstrating strong presentation and facilitation skills.
- Strong technical editing and writing skills.

VIII. Recruitment Qualifications

Education:	Advanced university degree (Master's or equivalent) in political, social, economic, business management, law, or other related social science field is required.
Experience:	A minimum of 5 years' experience: Drafting high level written products/reports requiring research analysis, data collection in the fields of international development/ international aid; and coordination with UN Agencies/Partners. Over 2.5 years' experience in the Middle East North Africa region in a conflict/crisis country is required. Over one-year experience with stabilization/ extended stabilization programming with UNDP is required.
Language Requirements:	Fluency and excellent analytical writing skills in English required. Knowledge of Arabic desirable.

IX. Evaluation Criterion

Criteria	Weight	Max. Point
Technical competences	70	
A Master's degree in political, social, economic, business management, law, or other related social science field.	10	
Sample Report that includes research, data collection and analysis, and updates on project monitoring frameworks (minimum 5 pages).	20	
At least five years of experience in project implementation, drafting high-level written products/reports requiring research, analysis and data collection in the fields of international development/ international aid.	20	
Over 2.5 years' experience in the Middle East North Africa region in a conflict/crisis country with over one-year experience with stabilization/extended stabilization programming with UNDP is required.	10	
Fluency and excellent analytical writing skills in English required. Knowledge of Arabic desirable.	10	
<u>Financial (Lower Offer/Offer*100</u>	30	
	Technical score 70 + 30 Financial	