

## **Terms of Reference**

**National or International consultants:** National or International Consultant

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

**Project Title:** Peace Building in Lebanon Project.

**Period of assignment/services:** 251 working days spread over a period of 14 months

### **1. Background / Project Description**

Since 2006, UNDP and through its Peace Building in Lebanon project, has been working on addressing the underlying causes of conflict in Lebanon and sought to create “safe spaces” for local identity groups to discuss their concerns openly. Since 2013, the project has been acting as a reference point for addressing the new challenges to civil peace in Lebanon caused by the high influx of Syrian refugees, being positioned as key actor in the Lebanon Response to the Impact of the Syrian crisis on social stability. The project has used its already existing strong networks with a wide range of stakeholders in this regard and built excellent new ones with the Syrian counterparts. The project helped different actors enhance mutual understanding of the different “Other”, develop relevant strategies to address tensions and transform conflicts in their own communities and spaces. Social cohesion was thus enhanced at the local, community and national levels, between Lebanese, and between Lebanese and Syrians through the work of civil society actors, youth, educators, media, NGOs and religious leaders as well as municipal council members and mukhtars. Work on community dialogues, collective memory, peace education, conflict sensitive reporting, creation of safe media spaces, developing local peace mechanisms, working with ex-fighters, was implemented across Lebanon. Partnerships with key national counterparts were also built mainly with the Ministry of Education and Higher Education, the Ministry of Interior and Municipalities, the Ministry of Information and the Ministry of Social Affairs.

The services of a M&E and Reporting Consultant are required to monitor and implement the M&E activities of the Peace Building in Lebanon Project activities as well as handle the reporting and data collection on project’s activities.

### **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 Beirut office team;
- Producing all requested analysis/maps showing Peace Building progress;
- Monitoring quantitative and qualitative project performance, based on established indicators, through revision of monthly reporting from the Projects’ components and based on donors requirements;
- Updates project’s tools and input them with relevant info on periodic basis (kobotool and powerBI) ;
- Support in developing evaluation tools including results matrix (based

on donors requirements) and following up on implementation of the evaluation processes (i.e. perception survey);

- Support in verifying adherence to donor stipulations, grant agreement guidelines and deadlines;
- Monitoring of the different Projects' components and in the collection and verification of collected data;
- Maintaining and updating the Peace Building Project collective projects tracking system.

## **II- Reporting**

- Monitor the teams input for the Activity Info reporting (under the LCRP)
- **Preparation of all donors quarterly and final reports and the Peace Building annual report.**

## **3. Expected Outputs and deliverables**

Output 1: Submission of 1st progress reports on the overall work under quality control and M&E (detailed in scope of work) + submission of final donors reports and UNDP report

Output 2: Submission of 2<sup>nd</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1st bi-monthly progress donor reports (KfW)

Output 3: Submission of 3<sup>rd</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1<sup>st</sup> quarterly progress donor reports (UKDFID) + Submission of 2<sup>nd</sup> bi-monthly progress donor reports (KfW)

Output 4: Submission of 4<sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3<sup>rd</sup> bi-monthly progress donor reports (KfW) + Submission of 2<sup>nd</sup> quarterly progress donor reports (UKDFID)

Output 5: Submission of 5<sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 4<sup>th</sup> bi-monthly progress donor reports (KfW)

Output 6: Submission of 6<sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3<sup>rd</sup> quarterly progress donor reports (UKDFID)

Output 7: Submission of 7<sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 5<sup>th</sup> bi-monthly progress donor reports (KfW)

Output 8: Submission of 8<sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 6<sup>th</sup> bi-monthly progress donor report (KfW) and 4th quarterly progress report (UKDFID) and final reports (KfW and UKDFID) and UNDP final report)

Deliverables/ Outputs	Estimated Duration (# of WD)	Target Due Dates	Review and Approvals Required
<b>Deliverable 1:</b> Submission of 1st progress reports on the overall work under quality control and M&E (detailed in scope of work) + submission of final donors reports and UNDP report	40	2 months from contract signature date (before end of December 2020)	Project Manager
<b>Deliverable 2:</b> Submission of 2 <sup>nd</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1st bi-monthly progress donor reports (KfW)	40	4 months from contract signature date (before end of February 2021)	
<b>Deliverable 3:</b> Submission of 3 <sup>rd</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1 <sup>st</sup> quarterly progress donor reports (UKDFID) + Submission of 2 <sup>nd</sup> bi-monthly progress donor reports (KfW)	40	6 months from contract signature date (before end of April 2021)	
<b>Deliverable 4:</b> Submission of 4 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3 <sup>rd</sup> bi-monthly progress donor reports (KfW) + Submission of 2 <sup>nd</sup> quarterly progress donor reports (UKDFID)	40	8 months from contract signature date (before end of June 2021)	
<b>Deliverable 5:</b> Submission of 5 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 4 <sup>th</sup> bi-monthly progress donor reports (KfW)	18	10 months from contract signature date (before end of August 2021)	
<b>Deliverable 6:</b> Submission of 6 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3 <sup>rd</sup> quarterly progress donor reports (UKDFID)	18	11 months from contract signature date (before end of September 2021)	
<b>Deliverable 7:</b> Submission of 7 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 5 <sup>th</sup> bi-monthly progress donor reports (KfW)	18	12 months from contract signature date (before end of October 2021)	

<b>Deliverable 8:</b> Submission of 8 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 6 <sup>th</sup> bi-monthly progress donor report (KfW) and 4th quarterly progress report (UKDFID) and final reports (KfW and UKDFID) and UNDP final report	37	14 months from contract signature date (before end of December 2021)	
TOTAL	251		

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

Reporting to the Peace Building Project Manager and Advisor

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

251 working days spread over 14 months.

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

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

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

##### I. Academic Qualifications:

- Minimum Bachelor's degree in development studies, International Relations, Social Studies or related fields.

##### II. Years of experience:

- At least two years of experience in M&E and reporting. 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.
- Arabic is a plus (reading, writing)
- Ability to synthesize program performance data and produce analytical reports.
- Analytical and report writing skills.

- Knowledge in database management.
- Knowledge in power BI and Kobotoolbox is a plus.
- 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.

<b>Deliverables</b>	<b>Estimated Working days</b>	<b>Time frame to complete the deliverables</b>	<b>Payment terms</b>
<b>Deliverable 1:</b> Submission of 1st progress reports on the overall work under quality control and M&E (detailed in scope of work) + submission of final donors reports and UNDP report	40	2 months from contract signature date (before end of December 2020)	Actual number of working days not exceeding 40 days
<b>Deliverable 2:</b> Submission of 2 <sup>nd</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1st bi-monthly progress donor reports (KfW)	40	4 months from contract signature date (before end of February 2021)	Actual number of working days not exceeding 40 days
<b>Deliverable 3:</b> Submission of 3 <sup>rd</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 1 <sup>st</sup> quarterly progress donor reports (UKDFID) + Submission of 2 <sup>nd</sup> bi-monthly progress donor reports (KfW)	40	6 months from contract signature date (before end of April 2021)	Actual number of working days not exceeding 40 days
<b>Deliverable 4:</b> Submission of 4 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3 <sup>rd</sup> bi-monthly progress donor reports (KfW) + Submission of 2 <sup>nd</sup> quarterly progress donor reports (UKDFID)	40	8 months from contract signature date (before end of June 2021)	Actual number of working days not exceeding 40 days
<b>Deliverable 5:</b> Submission of 5 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 4 <sup>th</sup> bi-monthly progress donor reports (KfW)	18	10 months from contract signature date (before end of August 2021)	Actual number of working days not exceeding 18 days

<b>Deliverable 6:</b> Submission of 6 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 3 <sup>rd</sup> quarterly progress donor reports (UKDFID)	18	11 months from contract signature date (before end of September 2021)	Actual number of working days not exceeding 18 days
<b>Deliverable 7:</b> Submission of 7 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 5 <sup>th</sup> bi-monthly progress donor reports (KfW)	18	12 months from contract signature date (before end of October 2021)	Actual number of working days not exceeding 18 days
<b>Deliverable 8:</b> Submission of 8 <sup>th</sup> progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of 6 <sup>th</sup> bi-monthly progress donor report (KfW) and 4th quarterly progress report (UKDFID) and final reports (KfW and UKDFID) and UNDP final report	37	14 months from contract signature date (before end of December 2021)	Actual number of working days not exceeding 37 days
<b>TOTAL</b>	251		