

Terms of Reference

National or International consultants: National consultant

Description of the assignment: Editor-in-Chief for Jousour Newspaper Supplement

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

Period of assignment/services: 90 working days spread over the period of 6 months

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. The current project – Support the implementation of LPDC Strategic Plan, phase 1 - seeks to strengthen the capacity of the LPDC (2020-2023) enabling the Government of Lebanon (GoL) to set up a comprehensive policy on the Palestinian refugee issues, with a view to improving their living conditions.

Project components include:

- **Output 1:** Strengthen Dialogue facilitation and conflict prevention capacity;
- **Output 2:** Support Legislative Reform agenda;
- **Output 3:** Strengthen strategic Communication and Coordination roles;
- **Output 4:** Increase Policy research capabilities;

The project works on a quarterly published supplement “Jousour” that was established in 2018 to introduce the Lebanese and Palestinian public opinion to the importance of examining the problematic and complex difficulties of the intercommunal relations. The project collaborates with many writers/journalists, photographers, visual artists, and have previously published 5 issues of Jousour. LPDC plans to publish 4 news supplements in 2021 according to the following schedule

Date	# of the supplement
February – March 2021 (currently in the final stages of publication)	Supplement # 6
April – May 2021	Supplement # 7
August – September 2021	Supplement # 8
November – December 2021	Supplement # 9

In this context, UNDP requires the services of an “Editor-in-Chief” for Jousour to support the LPDC project in manage and oversee the content for the coming issues.

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

The Editor-Chief of Jousour will perform the following tasks:

a) Content Planning and Making Decisions on Appropriateness for Publication

- Develop the Journal issuance plan (identify topics, focus themes, special features).
- Identify potential written materials and contributors. Exchange letters with shortlisted writers. Liaise with writers to develop articles and manuscripts, questions, and focus.

- Review the graphic and written materials, including the provision of comments and edits for accuracy, grammar, and style.
- Make timely editorial decisions and communicate them clearly.
- Ensure the quality of the Jousour news supplement: correct errors; differentiate different types of content, such as reports of original data, opinion pieces.
- Liaise with Editorial Board and LPDC to finalize the Jousour issue plan. Plan meeting of the Editorial Board
- Find new ways to reach different audiences in Lebanon.
- Define new creative ways to expand Jousour's content.

b) Editing Technical Support for Jousour:

- Provide editorial guidelines to authors for preparing and submitting manuscripts. Ensure the tone of voice for Jousour in line with the project objectives. Provide guidelines to Jousour news supplement team and authors for preparing and submitting manuscripts.
- Develop a Jousour policy on authorship and intellectual property.
- Develop a Jousour policy on conflict of interest according to the UNDP core principles and policies for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers.

c) Project activities management to ensure timely publication and distribution of the supplement in line with the publication schedule specified in part 1

- Manage the timely delivery by the supplement production team (linguistic editors, graphic designers, writers, and print house). Develop mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts.
- Support project manager in the financial aspects of the publication's content. This includes finding new and innovative ways to utilize funding to gain a broader readership.
- Develop the logistical implementation for the 3 issues of "Jousour" Supplement in both Arabic and English versions.
- Facilitate public discussions with the Jousour contributors. Collect the feedback from the discussion for the future improvement of content.
- Update Jousour communication channels: Website, social media tools (Facebook page, twitter).

3. Expected Outputs and deliverables

The Editor-Chief for Jousour is expected to complete and submit the Jousour Communication Support deliverables as specified in the above section in 6 months, starting contract signature, and as detailed in the table hereafter:

Outputs	Deliverables	Estimated duration for completion	Target Due dates	Review and Approvals Required
Jousour Communication Support	1st progress report in line with the template in the section 3.1	15 working days	1 month from contract signature	Project Manager
	2nd progress report in line with the template in the section 3.1	15 working days	2 months from contract signature	
	3rd progress report in line with the template in the section 3.1	15 working days	3 months from contract signature	
	4th progress report in line with the template in the section 3.1	15 working days	4 months from contract signature	
	5th progress report in line with the template in the section 3.1	15 working days	5 months from contract signature	
	6th progress report in line with the template in the section 3.1	15 working days	6 months from contract signature	

3.1 Part A: Summary of implemented activities during the reporting period

- What has been achieved compared to the previous planning period

Part B: Updated publication plan on news supplements

- Updates on the upcoming news supplement
- Updates on the subsequent news supplement
- Updates on the news supplements

Part C: Feedback & Suggestions for Improvement

Feedback from project stakeholders (for example, news agencies, UN agencies, government agencies)

Part D: Risks and issues affecting the delivery of the supplement

Part E: Deliverables to be achieved during the next reporting period

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. UNDP will provide clarifications and facilitation of the work.

The consultant shall rely on his/her own means of transportation, communication, etc. and shall take these fees into consideration while preparing the financial offer.

5. Duration of work

The consultancy will require a total of 90 working days within 6 months from contract's signature.

6. Duty station

The assignment is mostly home-based. The Editor-in-Chief for Jousour will have occasional visits to the LPDC Project office (at the Grand Serail).

7. Requirements for experience and qualifications

The Editor Chief for Jousour should possess the following qualifications. (Supporting documents should be provided where relevant):

I- Academic qualifications:

- Bachelor's degree in communication, journalism, or marketing,

II- Years of Experience:

- years of working experience as a writer/Editor in newspapers,
- years of experience working on refugees' issues in Lebanon,
- Demonstrated experience in writing articles and/or professional publications (examples to be submitted along with the CV)
- Previous experience working for the organization of the United Nations family is an asset
- Previous experience in writing and/or editing communications materials and newspaper articles on Palestinian refugees issues is an asset
- Solid experience on writing on issues related Palestinian issues

III- Competencies:

- Proven written and oral communication skills in Arabic and English,
- Good Understanding of the International Human Rights Framework,
- Proficiency in Content Management and Editing