Terms of Reference

National or International consultants: National consultant

Description of the assignment: Dialogue Facilitator for the LPDC Project

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

Period of assignment/services: 113 working days over a 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;

In 2015, the LPDC, under the Prime Minister patronage, had launched a Dialogue platform among the Lebanese Political Parties to discuss the Governmental policies towards the Palestinian refugees. The “Working Group on the Palestinian refugees” includes representatives of key potential parties in Lebanon. In 2020, the LPDC launched the “Palestinian Working Group” with similar structure and composition of the “Lebanese Working Group”. In this context, the LPDC requires the support of a “Dialogue Facilitator”.

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

Under the supervision of the Project Manager and under the overall guidance of the LPDC Chairman, the consultant will work on the below:

1. Support the implementation of the dialogue strategy for the “Palestinian Working Group” in line with the project document;
2. Liaise with the project team and external Experts to prepare sessions and develop dialogue agenda;
3. Support the Facilitation and participate in dialogue session of the Lebanese Working Group and Palestinian Working Group;
4. Liaise with media, public opinion, academia and political figures to promote LPDC’s policies and agenda;
5. Support the LPDC in drafting strategic communiqué, concept notes and policy papers addressing the National, Regional and International challenges.
3. Expected Outputs and deliverables

All deliverables shall be delivered in one original hard copy, two hard copies and one electronic soft copy, preferably in Microsoft Word format, where applicable. The language of the report is Arabic.

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<tr>
<th>#</th>
<th>Deliverables</th>
<th>Estimated duration for completion</th>
<th>Estimated number of working days</th>
<th>Review and Approvals Required</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Updated dialogue strategy proposal</td>
<td>1 month from contract signature date</td>
<td>5</td>
<td>Project Manager/LPDC President</td>
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<tr>
<td>2</td>
<td>Progress report on the strategy implementation</td>
<td>1 month from contract signature date</td>
<td>14</td>
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<td>3</td>
<td>Progress report on Session /Meeting Briefs and/or MoM (6 sessions/meetings)</td>
<td>3 months from contract signature date</td>
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<td>4</td>
<td>Progress report on Session /Meeting Briefs and/or MoM (6 sessions/meetings)</td>
<td>5 months from contract signature date</td>
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<tr>
<td>5</td>
<td>Final report on media communications to promote LPDC’s policies</td>
<td>6 months from contract signature date</td>
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<tr>
<td>6</td>
<td>Final report on the facilitation support</td>
<td>6 months from contract signature date</td>
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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 also be responsible to provide clarifications and facilitation of the work. Daily transportation from home to office (and vice versa) shall be covered by the Consultant own means. The contractor will rely on his own means of communication and transportation.

5. Duration of work

The consultancy will require a total of 113 working days spread over the period of 6 months.

6. Duty station

The contractor will be conducting the work from the Grand Serail, Beirut. The Contractor is not required to report regularly.
7. Requirements for experience and qualifications

I- Academic qualifications:
- Bachelor’s degree in political science, economics, or other closely related field.

II- Experience:
- 10 years of relevant professional experience in international development, policy advisory services and/or strategic communications.
- 5 years of experience in leading dialogue processes or similar political processes.
- 3 years of experience in working with the rights of Palestinian refugees
- Experience in working with Lebanese government institutions is an advantage

III- Competencies:
- Excellent interpersonal and communicative skills.
- Fluency in oral and written Arabic and English, good command of French is desirable.