

Terms of Reference

National or International consultant: National

Description of the assignment (Title of consultancy): Co-facilitator for the LPDC Project

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

Period of assignment/services: 60 working days over 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 Senior Dialogue Facilitator and under the overall guidance of the Project Manager and LPDC Chairman, the consultant will work on the below:

1. Work closely with the Dialogue Facilitator in implementing the dialogue strategy;
2. Support the implementation of the dialogue strategy for the “Palestinian Working Group” in line with the project document;
3. Organize series of dialogue sessions (closed round tables, retreats) key stakeholders involved in defining a unified Palestinian vision
4. Contribute to the development of white papers after dialogue sessions with a particular group of stakeholders
5. Contribute to the dissemination of the white papers among the dialogue participants and coordinate their review and approval

6. Support the liaison with the project team and external Experts to prepare sessions and develop dialogue agenda;
7. Support the facilitation and participate in dialogue session of the Lebanese Working Group and Palestinian Working Group;

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.

#	Deliverables	Estimated duration for completion	Estimated number of working days	Review and Approvals Required
1	1 st progress report on the facilitation support provided	1 month from contract signature date	10	Project Manager/LP President
2	2 nd progress report on the facilitation support provided	2 month from contract signature date	10	
3	3 rd progress report on the facilitation support provided	3 months from contract signature date	10	
4	4 th progress report on the facilitation support provided	4 months from contract signature date	10	
5	5 th progress report on the facilitation support provided	5 months from contract signature date	10	
6	Final report on the facilitation support provided outlining implemented activities during the period, meetings organized, key documents developed	6 months from contract signature date	10	

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 (& 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

60 working days spread over a period of 6 months from the contract signature date.

6. Duty station

The contractor will be conducting the work from the Grand Serail, Beirut. The Contractor is not required to report regularly to the office.

Due to the ongoing COVID-19 epidemic and an unforeseeable imposition of a lockdown or other mobility restrictions in Lebanon, the consultant shall be ready to proactively monitor the development of the situation and plan the delivery of consultancy services accordingly.

7. Qualifications Required

The Individual Consultant should possess the following minimum qualifications:

I- Academic Qualifications:

- Bachelor's degree in political science, economics, or another closely related field.

II- Years of Experience:

- Minimum 5 years of relevant professional experience in international development, policy advisory services and/or strategic communications.
- Minimum 3 years of experience in leading dialogue processes, national communications or similar political processes.
- Minimum 1 year of experience in working with the rights of refugees
- Minimum 2 years of experience in working with Lebanese government institutions

III- Competencies:

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

8. Scope of Price Proposal and Schedule of Payments

The scope of price proposal is a monthly lump sum amount:

- The Daily fee must be all inclusive¹.
- The contract price is fixed regardless of changes in the cost components.

The schedule of payments is as follows:

- 16% of the total amount of the contract upon submission of the deliverable 1 and UNDP acceptance.
- 17% of the total amount of the contract after submitting of the deliverable 2 and UNDP acceptance.
- 17% of the total amount of the contract after submitting of the deliverable 3 and UNDP acceptance.
- 17% of the total amount of the contract after completion of the deliverable 4 and UNDP acceptance.
- 17% of the total amount of the contract after completion of the deliverable 5 and UNDP acceptance.

¹ 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.

- 16% of the total amount of the contract after completion of the deliverable 5 and UNDP acceptance.

Each payment shall be made following certification by UNDP that the services related to the tasks described in the sections 2 and 3 have been satisfactorily performed.