

Terms of Reference

National or International consultant: National

Description of the assignment (Title of consultancy): Coordination and Communication Consultant 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 “Coordination and Communication Consultant”.

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. Support the identification, conceptualization and implementation of the facilitation plan
2. Organize workshops, meetings and other consultations included in the work plan, making sure that adequate lead time is given to stakeholders in preparation for the workshops, meetings or consultation.

3. Coordinate and exercise quality control over stakeholder consultations, ensuring availability of documents/ reports, proper scheduling, provision of facilitation, documentation of proceedings, etc. for these events are appropriate.
4. Coordinate with LPDC in the planning, programming and implementation of the activities
5. Work closely with the Dialogue Facilitator in implementing the dialogue strategy;
6. Conduct necessary background research necessary for the implementation of the dialogue strategy;
7. Support the liaison with the project team and external Experts to prepare sessions and develop dialogue agenda;
8. Maintain proper system and procedures for the safekeeping and maintenance of project documents & records (both hard and e-copy), inventory of assets and other equipment
9. Plan, organize and coordinate the conduct of regular progress meetings with LPDC team. Provide members with the necessary documentation on time. Serve as the secretary to the progress meetings

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 coordination support provided	1 month from contract signature date	10	Project Manager/LPDC President
2	2 nd progress report on the coordination support provided	2 months from contract signature date	10	
3	3 rd progress report on the coordination support provided	3 months from contract signature date	10	
4	4 th progress report on the coordination support provided	4 months from contract signature date	10	
5	5 th progress report on the coordination support provided	5 months from contract signature date	10	
6	Final report on the coordination 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, business administration or another closely related field.

II- Years of Experience:

- Minimum 5 years of relevant professional experience in business administration, project support and/or public administration.
- Minimum 3 years of experience in conducting social science research, supporting research projects and/or preparing background documents for research projects.
- Minimum 2 years of experience in facilitating political dialogue, planning, and implementing conferences and/or roundtables preferably in the context related to human rights and rights of 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.

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.
- 16% of the total amount of the contract after completion of the deliverable 6 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.

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.