

## Terms of Reference

**National or International consultant:** National

**Description of the assignment (Title of consultancy):** Senior Dialogue 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”.

A constructive Lebanese-Palestinian dialogue is needed, as the Palestinian portfolio in Lebanon is highly politicized and political parties regularly veto the policies. In 2016, to address the issue of vetoing the «Lebanese Working Group on Palestinian Refugees Affairs»<sup>1</sup> developed a “Unified Lebanese Vision for the Palestinian Refugees Affairs in Lebanon”, which covers key politically charged themes and recommends formulating a national policy on Palestinian refugees on the basis of their right to a dignified and secure life. According to the LPDC, the next step in the Lebanese-Palestinian dialogue is the internal deliberation among the key Palestinian factions in order to develop policy positions, which are suitable for a solutions-oriented discussion with the Lebanese counterparts.

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

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<sup>1</sup> The Lebanese Working Group consisted of representatives from the: Lebanese Forces, Hezbollah, Amal Movement, Free Patriotic Movement, Lebanese Phalanges Party, Future Movement and Progressive Socialist Party.

LPDC succeeded to support the formation of the Palestinian Working Group, which continued to convene until March 2020, when it was halted due to internal disagreements. Currently, there is a need for individual consultations with all parties to identify key disagreements and the way forward to reconvene the Palestinian Working Group and develop unified policy positions. LPDC requires the services of a Senior Facilitator to:

1. Facilitate the development of a unified Palestinian vision in consultation with key Palestinian stakeholders, political actors, academic & research institutes, religious organizations, NGOs and the media.
2. Manage dialogue co-facilitator and coordination consultant, who will assist in the facilitation of the dialogue sessions
3. Organize series of dialogue sessions (closed round tables, retreats) key stakeholders involved in defining a unified Palestinian vision
4. Develop white papers after dialogue sessions with a particular group of stakeholders
5. Disseminate the white papers among the dialogue participants and coordinate their review and approval
6. Support the implementation of the dialogue strategy for the “Palestinian Working Group” in line with the project document;
7. Liaise with the project team and external Experts to prepare sessions and develop dialogue agenda;
8. Support the Facilitation and participate in dialogue session of the Lebanese Working Group and Palestinian Working Group;
9. Liaise with media, public opinion, academia and political figures to promote LPDC’s policies and agenda;
10. Support the LPDC in drafting strategic communiqué, concept notes and policy papers addressing the National, Regional and International challenges.
11. Develop a report outlining a unified Palestinian vision & next steps in the implementation of the Lebanese-Palestinian dialogue.

### 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	Updated dialogue strategy proposal	1 month from contract signature date	1	Project Manager/LPDC President
2	Inception report outlining the current agenda for the dialogue, preliminary consultations with the involved stakeholders. The report should include a workplan. The report should specify how	1 month from contract signature date	9	

	the services will be delivered in line of the latest political, social, economic, and public health developments in Lebanon.		
3	1 <sup>st</sup> progress report on the dialogue sessions with political actors and religious actors.	2 months from contract signature date	10
4	2 <sup>nd</sup> progress report on the dialogue sessions with academic and research actors	3 months from contract signature date	10
5	3 <sup>rd</sup> progress report on the dialogue sessions with NGOs and CSOs	4 months from contract signature date	10
6	4 <sup>th</sup> progress report on the dialogue sessions with UN agencies, media influencers.	5 months from contract signature date	10
7	Final report on the facilitation support including details on the implemented sessions, round table with representatives of all target groups, discussion of the report with the Lebanese stakeholders.	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

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

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

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:

### **Academic Qualifications:**

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

### **Years of Experience:**

- Minimum 7 years of relevant professional experience in international development, policy advisory services and/or strategic communications.
- Minimum 3 years of experience in leading dialogue processes or similar political processes.
- Minimum 2 years of experience in working with the rights of Palestinian refugees.
- Minimum 2 years of experience in working with Lebanese government institutions.
- **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 inclusive<sup>2</sup>.
- 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 and approval of the deliverable 1 and 2
- 17% of the total amount of the contract after submitting and approval of the deliverable 3
- 17% of the total amount of the contract after submitting and approval of the deliverable 4
- 17% of the total amount of the contract after submitting and approval of the deliverable 5
- 17% of the total amount of the contract after submitting and approval of the deliverable 6
- 16% of the total amount of the contract after submitting and approval of the deliverable 7

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.

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<sup>2</sup> 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.