

Terms of Reference

National or International consultants: National or International consultant

Description of the assignment: M&E and Reporting Consultant

Project Title: Peace Building in Lebanon Project

Period of assignment/services: 288 working days spread over a period of 19 months

1. Background / Project Description

Since 2006, UNDP and through its Peace Building in Lebanon project, has been working on addressing the underlying causes of conflict in Lebanon and sought to create “safe spaces” for local identity groups to discuss their concerns openly. Since 2013, the project has been acting as a reference point for addressing the new challenges to civil peace in Lebanon caused by the high influx of Syrian refugees, being positioned as key actor in the Lebanon Response to the Impact of the Syrian crisis on social stability. The project has used its already existing strong networks with a wide range of stakeholders in this regard and built excellent new ones with the Syrian counterparts. The project helped different actors enhance mutual understanding of the different “Other”, develop relevant strategies to address tensions and transform conflicts in their own communities and spaces. Social cohesion was thus enhanced at the local, community and national levels, between Lebanese, and between Lebanese and Syrians through the work of civil society actors, youth, educators, media, NGOs and religious leaders as well as municipal council members and mukhtars. Work on community dialogues, collective memory, peace education, conflict sensitive reporting, creation of safe media spaces, developing local peace mechanisms, working with ex-fighters, was implemented across Lebanon. Partnerships with key national counterparts were also built mainly with the Ministry of Education and Higher Education, the Ministry of Interior and Municipalities, the Ministry of Information and the Ministry of Social Affairs.

The services of a M&E and Reporting Consultant are required to monitor and implement the M&E activities of the Peace Building in Lebanon Project activities as well as handle the reporting and data collection on project’s activities.

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

I- Project quality control, monitoring and evaluation

- Follow up with all the area offices of Mt. Lebanon, North, South, Beqaa and Beirut office team;
- Produce all requested analysis/maps showing Peace Building progress;
- Monitor quantitative and qualitative project performance, based on established indicators, through revision of internal reporting from the Projects’ components and based on donor requirements, visit project activities;
- Update and develop project tools/surveys on periodic basis (Kobo toolbox and PowerBI) and revise them as needed;
- Support project team use of online tools (Kobo toolbox, Miro, etc.) for data collection and presentation;
- Support in developing and revising monitoring and evaluation tools including results matrix (based on donor requirements) and follow up on implementation of evaluation processes (i.e., perception survey);

- Support in verifying adherence to donor stipulations, grant agreement guidelines and deadlines;
- Maintain and update the Peace Building Project collective projects tracking system;
- Provide technical support to project staff on monitoring, evaluation, and reporting processes for internal and external reports
- Support and facilitate workshops aimed at project learning and development
- Ensure gender, conflict sensitivity, and inclusion perspectives are mainstreamed throughout the project

II- Reporting

- Ensure reporting internal and external deadlines are met, maintain and update reporting schedule, ensure reporting workflow is maintained;
- Prepare all donor monthly, bi-monthly, quarterly and final reports as well as the Peace Building input to the UNDP Lebanon annual report, and any other ad hoc report
- Provide qualitative and quantitative inputs to ad-hoc requests from programme management
- Provide inputs to project presentations and other audiovisual products (e.g. fact sheets)

3. Expected Outputs and deliverables

Output 1 (June/July 2021): Submission of 1st progress reports on the overall work under quality control and M&E (detailed in scope of work) + submission of monthly donor report (UK -May 2021), quarterly report (UK – covering April – June 2021)

Output 2 (August/September 2021): Submission of 2nd progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of quarterly report (KFW 4/5/6 – covering May – July 2021)

Output 3 (October/November 2021): Submission of 3rd progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of monthly report (UK – September 2021) and quarterly report (UK – covering July to September 2021) + quarterly report (KFW 4/5/6 – covering August – October 2021) end of project report (PBSO)

Output 4 (December 2021/January 2022): Submission of 4th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of monthly report (UK – September 2021), and quarterly report (UK – covering October - December 2021) + Peacebuilding project contribution to UNDP annual report (UNDP)

Output 5 (February/March 2022): Submission of 5th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of quarterly report (KFW 4/5/6 – November 2021 to January 2022)

Output 6 (April/May 2022): Submission of 6th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of monthly donor report (UK – March

2021), quarterly report (KFW 4/5/6 – covering February – April 2022), quarterly report (UK – covering January - March 2022), and annual report (KFW4)

Output 7 (June/July 2022): Submission of 7th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of monthly donor report (UK – May 2021), quarterly report (UK – covering April - June 2022)

Output 8 (August/September 2022): Submission of 8th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of quarterly report (KFW 5/6 – covering May – July 2022)

Output 9 (October/November 2022): Submission of 9th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of monthly report (UK – September 2021) and quarterly report (UK – covering July to September 2021) + quarterly report (KFW 4/5/6 – covering August – October 2022)

Output 10 (December 2022): Submission of 10th progress reports on the overall work under quality control and M&E (detailed in scope of work) + Submission of monthly report (UK – September 2021), and quarterly report (UK – covering October - December 2021) + Peacebuilding project contribution to UNDP annual report (UNDP)

Deliverables/ Outputs	Estimated Duration (# of WD)	Target Due Dates	Review and Approvals Required
Deliverable 1: Submission of 1st progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of monthly donor report (UK -May 2021), quarterly report (UK – covering April – June 2021)	30	2 months from contract signature date (before end of July 2021)	Project Manager
Deliverable 2: Submission of 2 nd progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of quarterly report (KFW 4/5/6 – covering May – July 2021)	30	4 months from contract signature date (before end of September 2021)	

Deliverable 3: Submission of 3 rd progress reports on the overall work under quality control, M&E reporting (detailed in scope of work) + Submission of monthly report (UK – September 2021) and quarterly report (UK – covering July to September 2021) + quarterly report (KFW 4/5/6 – covering August – October 2021) end of project report (PBSO)	30	6 months from contract signature date (before end of November 2021)	
Deliverable 4: Submission of 4 th progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of monthly report (UK – September 2021), and quarterly report (UK – covering October - December 2021) + Peacebuilding project contribution to UNDP annual report (UNDP)	30	8 months from contract signature date (before end of January 2022)	
Deliverable 5: Submission of 5 th progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of quarterly report (KFW 4/5/6 – November 2021 to January 2022)	30	10 months from contract signature date (before end of March 2022)	
Deliverable 6: Submission of 6 th progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of monthly donor report (UK – March 2021), quarterly report (KFW 4/5/6 – covering February – April 2022), quarterly report (UK – covering January - March 2022), and annual report (KFW4)	30	12 months from contract signature date (before end of May 2022)	
Deliverable 7: Submission of 7 th progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of monthly donor report (UK – May 2021), quarterly report (UK – covering April - June 2022)	30	14 months from contract signature date (before end of July 2022)	

Deliverable 8: Submission of 8 th progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of quarterly report (KFW 5/6 – covering May – July 2022)	30	16 months from contract signature date (before end of September 2022)	
Deliverable 9: Submission of 9 th progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of monthly report (UK – September 2021) and quarterly report (UK – covering July to September 2021) + quarterly report (KFW 4/5/6 – covering August – October 2021)	30	18 months from contract signature date (before end of November 2022)	
Delivery 10: Submission of 10 th progress reports on the overall work under quality control, M&E and reporting (detailed in scope of work) + Submission of monthly report (UK – September 2021), and quarterly report (UK – covering October - December 2021) + Peacebuilding project contribution to UNDP annual report (UNDP	18	19 months from contract signature date (before end of December 2022)	
TOTAL	288		

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

4. Institutional arrangements

The contractor will report to the UNDP peace building Project Manager and Advisor

REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Projects' Managers shall respond within maximum of five working days and the decision may either be:

- Approval,
- Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- Rejection with clear justifications.

5. Duration of work

The consultancy will require a total of 288 working days spread over the period of 19 months.

6. Duty station

The assignment is mostly from UNDP Beirut country office with possibility of field travels within Lebanon.

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.

The consultants shall take into consideration any possible restrictions and instructions related to the Covid-19 pandemic, and thus have a contingency plan prepared accordingly.

7. Requirements for experience and qualifications

I- Academic qualifications:

- Minimum Bachelor's degree in development studies, International Relations, Social Studies or related fields.

II- Experience:

- At least two years of experience in M&E and reporting. Experience in crisis support programme is a plus
- At least two years of technical experience in quantitative and qualitative data analysis

III- Competencies:

- Excellent writing, reading, and oral communication skills in English.
- Arabic is a plus (reading, writing)
- Ability to synthesize program performance data and produce analytical reports.
- Analytical and report writing skills.
- Knowledge in database management.
- Knowledge in power BI and Kobotoolbox is a plus.
- Proficiency in the use of MS Office: Word, Excel, Outlook, PowerPoint.