

Terms of Reference

National or International consultants: National

Description of the assignment: Data Management Expert

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

Period of assignment/services: Estimated 18 days spread over a period of 3 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 the context of the Output 3, LPDC has been revising its communications strategy, including the re-development of the LPDC website. The redeveloped version of the website is planned to have a data and maps module, including, inter alia, data visualizations based on the 2018 Census in Palestinians Camps and Gatherings, 2019 Labor Force and Household Conditions Survey and other sources of spatial data. In this context, UNDP requires the services of a “Data Management Expert” to: (1) support the web developer by defining functional specifications of the M&E, Data Visualization and Dashboard sections of the new website; (2) prepare the data and visualizations to populate the aforementioned sections of the website before its launch towards the 4th quarter of 2021.

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

The Data Management Expert is required to supervise the development of the monitoring & evaluation, data visualization, interactive dashboard and the geographic information system (GIS) modules of the LPDC website.

The Consultant will perform the following tasks:

- Meet with the LPDC team to further define the specific requirements for the data and maps module of the website. LPDC estimates this task to take up to five 2-hour meetings. The consultant is expected to properly document LPDC’s requirements,

facilitate the discussions and support LPDC in defining the functional specifications for the module.

- Coordinate with the web development team on the M&E, data visualization, interactive dashboard and GIS modules of the LPDC website.
- Develop charts, graphs and maps as well as the descriptive texts for the LPDC website based on the Census 2017 and LFHLCS 2019
- Draft a profile of each of the camps, including demographical and socio-economic health access information as well as density comparison to other areas in Lebanon.
- Develop online visualization tools and GIS maps for LPDC data portal and reports;

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration (# of WD)	Target Due Dates	Review and Approvals Required
Deliverable 1: Web development report including the progress in the development of functional specifications in the M&E, GIS, data and visualization modules of the website.	2 working days	1 months from contract signature	Project Manager
Deliverable 2: Populate the GIS and visualization sections of the website. Prepare 12 detailed thematic maps/profiles based on the GIS data provided by LPDC and its partners. Prepare 1 interactive dashboard for the data visualization part of the website. Assure intuitive user experience in the data visualization section of the website.	8 working days	2 months from contract signature	
Deliverable 3: Prepare the data and the visuals for ~20 graphs, maps and tables for the dashboard section of the LDPC website.	8 working days	3 months from contract signature	

4. Institutional arrangements

The contractor will work under the guidance and supervision of the UNDP Project Manager.

UNDP will be responsible for providing the contractor with available necessary materials related to the project in a timely thorough and transparent manner. It will be also responsible to provide clarifications and facilitation of the work.

The contractor will rely on his/her own means of communication and transportation during this consultancy.

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

Estimated 18 working days over a period 3 months from the contract signature date;

6. Duty station

This is a home-based consultancy with frequent visits to the LPDC offices located at the Grand Serail, Riad El Solh, Beirut, 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:

- At least Masters' degree in Geography, Data Management or other closely related field with technical specialization in Geo-spatial technology, cartography, Geographic Information Systems (GIS).

II- Years of Experience:

- At least 7 years of relevant professional experience in GIS-data management with UNDP or other UN Agencies or NGOs working the development of humanitarian sectors;
- At least 3 years of experience in working on Palestinian Refugee issues;
- At least 2 years of experience with quantitative research, with a strong emphasis on spatial analysis and detailed report preparation;

III- Competencies:

- Fluency in English and Arabic, French is a plus

- Detail-oriented ability to work at a fast pace and meet deadlines;

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:

- Payment 1: 15% of the total contract amount upon submission and UNDP approval of deliverable 1
- Payment 2: 40% of the total contract amount upon submission and UNDP approval of deliverable 2
- Payment 3: 45% of the total contract amount upon submission and UNDP approval of deliverable 3

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.