

Terms of Reference

National or International consultants: National

Description of the assignment: Senior Youth Advisor to facilitate the revision of the Palestinian Youth Strategy

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

Period of assignment/services: Estimated 42 days spread over a period of 3 months

1. Background / Project Description

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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 UNDP project seeks to strengthen the capacity of the LPDC (2020-2023) and to enable the Government of Lebanon 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;

Under the Output 3, the LPDC has been working on strengthening its outreach to youth and to foster a dialogue between the LPDC and the Palestinian refugee youth. Young Palestinians come face to face with daily hardships on socio-economic, political, cultural, and emotional levels. LPDC's vision is for all young Palestinians living in Lebanon to have the opportunities, skills, resources and support networks that tangibly empower them to improve their life conditions, engage in their communities' development, and influence decisions that affect them and their future. To achieve this aim, LPDC seeks the achievement of the following objectives as being essential:

- Reducing the unemployment rate among the Palestinian youth and thereby increasing their financial independence
- Changing perceptions about Palestinian youth in Lebanon and increasing spaces for communication between Palestinian and Lebanese youth
- Increasing the opportunities and abilities of young people to play an active role in their communities and strengthen channels of communication between youth and other stakeholders and official institutions.

In 2019 LPDC has supported the development of the National Palestinian Youth (NPY) strategy in Lebanon. With the impacts of the economic and COVID-19 crises in Lebanon the economic opportunities and living conditions for Palestinian youth have dramatically changed. As reported by World Bank, "Lebanon is enduring a severe, prolonged economic depression: real GDP growth contracted by 20.3% in 2020 and inflation reached triple digits..."¹ ILO estimates that the unemployment rate quadrupled in 2020 and reached around 40% of the workforce (the unemployment rate for youth is estimated at 60%).²

¹ <https://www.worldbank.org/en/country/lebanon/overview>

² <https://reliefweb.int/report/lebanon/gIEWS-country-brief-lebanon-02-december-2020>

Given the effects of the crises outlined above and the rapidly changing context, there is a need to revise the National Strategy for Palestinian Youth in Lebanon with a particular focus on developing an updated action plan. In this context, UNDP requires the services of a “Senior Youth Advisor”.

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

Under the supervision of the LPDC Project Manager the consultant will:

- Meet with the project stakeholders (1-2 meetings of virtual conference calls) to define the detailed work plan of activities for the consultancy
- Revise all relevant literature and propose an initial revision of the National Strategy for Palestinian Youth in Lebanon
- Prepare and facilitate workshops with relevant international and national stakeholders in order to consolidate feedback on the National Strategy for Palestinian Youth in Lebanon
- Revise the strategic part of the National Strategy for Palestinian Youth in Lebanon
- Revise the action plan of the National Strategy for Palestinian Youth in Lebanon
- Advise the LPDC Youth Coordinator on the implementation of the National Strategy for Palestinian Youth in Lebanon

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration (# of WD)	Target Due Dates	Review and Approvals Required
A work plan of activities for the consultancy	3 working days	2 weeks from the contract signature date	Project Manager
Initial proposal for the revision of the National Strategy for Palestinian Youth in Lebanon	9 working days	4 weeks from the contract signature date	
Revised Part I of the Strategy, including Strategy Background	11 working days	6 weeks from the contract signature date	
Facilitation report of the stakeholder workshop on the Strategic Part	1 working day	2 months from the contract signature date	
Revised Part II of the Strategy, including Action Plan	10 working days	2.5 months from the contract signature date	
Facilitation report of the stakeholder workshop on the Action Plan	1 working day	2.5 months from the contract signature date	
First complete draft of the revised National Strategy for Palestinian Youth in Lebanon	5 working days	3 months from the contract signature date	
Final draft of the revised National Strategy for Palestinian Youth in Lebanon	2 working days	3 months from the contract signature date	

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

6. Duty station

The consultant will work from home with required frequent visits to the LPDC project office (at the Grand Serail).

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 sociology, political science or a closely related field

II- Years of Experience:

- Minimum 5 years of relevant professional experience in the field of youth engagement, youth education in Lebanon
- At least 3 relevant reports or publications on youth-related issues in Lebanon with the particular focus on youth education and/or youth employment
- At least one year as a proven experience with the issues affecting the lives of socially vulnerable youth in Lebanon, including refugees

III- Competencies:

- Fluency in English and Arabic, French is a plus
- Demonstrated ability to work independently and with a team to 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: 28% of the total contract amount upon submission and UNDP approval of deliverable 1 and 2
- Payment 2: 53% of the total contract amount upon submission and UNDP approval of deliverable 3, 4 and 5
- Payment 3: 19% of the total contract amount upon submission and UNDP approval of deliverable 6, 7 and 8

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.