Terms of Reference

National or International consultants: National

Description of the assignment: Livelihoods and Employment Advisor

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

Period of assignment/services: Estimated 33 days spread over a period of 2.5 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 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 partnership with the Central Administration of Statistics the LPDC supported the implementation of the Labor Force and Household Living Conditions Survey in Palestinian Camps and Adjacent Gatherings (July-August 2019). The survey updates the information from other past surveys, in particular the labor force survey conducted by the Palestinian Central Bureau of Statistics (PCBS) in 2012 and the socio-economic survey conducted by the United Nations Relief and Works Agency (UNRWA) in collaboration with the American University of Beirut in 2015.

The main objectives of the survey was two-fold: (a) to provide current information on the labor and social conditions of Palestinian refugees in Lebanon; and (b) to supplement the Labor Force and Household Living Conditions Survey 2018-2019 (LFHLCs)¹ among all persons living in residential dwellings in Lebanon with some exceptions, in particular the population living in the Palestinian Camps and adjacent gatherings.

The survey questionnaire is mostly the same as the questionnaire of the LFHLCs. A questionnaire contained 248 questions organized in 10 sections. There are 49 questions on household information, 49 questions on the labor force part of the questionnaire and 150 questions on the living conditions part of the questionnaire. The scope of the survey covered the population residing in Palestinian Camps and Adjacent Gatherings in Lebanon in July-August 2019. The survey has been conducted on the basis of a stratified two-stage sample design with a total sample size of 4523 sample households.

in about 267 Primary Sampling Units (PSUs) – geographical areas with clearly defined boundaries constructed on the basis of the census enumeration areas and used for sampling purposes in CAS. The sampling frame contained 613 PSUs with a total population 144,544 persons according to the population and housing census in Palestinian Camps and Gatherings in Lebanon 2017, representing about 236 persons per enumeration area or PSU. The sampling frame covered households with Palestinian refugees in Lebanon as well as households with Palestinian non-refugees in Lebanon and non-Palestinian households including households with Lebanese or Syrian persons.

LPDC has supported the development of a report on the labor part of the survey in line with analysis performed for LFHLCS 2018/2019. The draft report on the employment-related questions of the survey has been developed. Currently, there is a need to analyze the report findings and develop a policy brief that will inform LPDC’s engagement in the field of livelihoods and employment.

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

The overall purpose of this consultancy is to develop a policy brief summarizing the findings on employment in the Palestinian camps and gatherings. The analysis should be supported with illustrations where relevant. The selected consultant should provide a high-quality, well-written report by analyzing the processed data.

The advisor will undertake the following tasks:

1. **Desk Phase:**
   a. Meet with the project team and other relevant stakeholders
   b. Optionally, organize 1-2 meetings with experts in field to discuss the findings from the 2019 survey and see what stays relevant given the recent economic developments in Lebanon.
   c. Review draft report on employment from the LFHLCS 2018/2019 as well as other relevant materials. The review shall incorporate more recent publications in order to account for the rapidly changing and highly volatile socio-economic situation in Lebanon due to the effects of economic and public health crises.

2. **Reporting phase**
   a. Develop a policy brief based on the analysis done during the desk phase. The brief shall incorporate both short-term and medium-term priorities.
   b. Develop a concept note that can inform the future interventions supported by LPDC. The concept note shall be an outline of a project with a brief description of the project’s background and rationale, strategy, theory of change and results to be pursued.
   c. Revise the policy brief and the concept note as per the feedback provided by LPDC.
   d. Submit the final versions of the brief and the concept note.

3. **Expected Outputs and deliverables**

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<th>Deliverables/ Outputs</th>
<th>Estimated Duration (# of WD)</th>
<th>Target Due Dates</th>
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4. **Institutional arrangements**

The contractor will liaise with the Project Manager and the LPDC President. UNDP will be responsible for providing the contractor with all 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.

UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance or related published work related to the activity should be coordinated and approved by UNDP in advance. Any visibility material or product produced for this assignment must be in the name of UNDP.

**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 33 working days over a period 2.5 months from the contract signature date;

6. Duty station

The consultant will mostly work from home.

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:
- Bachelor’s degree in political science, development studies, international relations or a closely related field

II- Years of Experience:
- Proven experience with collecting and/ or analyzing the data related to livelihoods of refugees and other socially vulnerable groups in Lebanon
- Experience with UNDP or other UN agencies
- At least two (2) implemented consultancies dealing with socio-economic and living conditions of Palestinian refugees in Lebanon with the particular focus on Palestinian youth
- At least two (2) authored or co-authored policy briefs, evaluation reports and/or research papers on issues related to livelihoods employment

III- Competencies:
- Excellent writing skills in English
- Knowledge of Lebanese context and the Lebanese-Palestinian historical complexities is an asset

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.
- The contract price is fixed regardless of changes in the cost components.

The schedule of payments is as follows:
- 15% of the total amount of the contract upon submission and approval of the deliverable 1
- 60% of the total amount of the contract after submitting and approval of the deliverable 2 and 3
- 25% of the total amount of the contract after submitting and approval of the deliverables 4 and 5

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.