

Terms of Reference

National or International consultant: National or International

Description of the assignment (Title of consultancy): RC/HC Advisor on Accountability to Affected Populations (AAP)

Project Title: Humanitarian Country Team - Collective Accountability to Affected People (AAP)

Period of assignment/services: 45 working days spread over a period of 2 months

1. Background / Project Description

Lebanon is grappling with an economic and financial meltdown, the COVID-19 pandemic, the disastrous impact of the Beirut Port explosions, and the continued impact of the Syrian crisis, in addition to a political deadlock that is fueling popular protests and hampering meaningful reform and recovery efforts. The multiple crises are affecting both the ability of households to afford basic goods and services, as well as the availability of such goods and services. In view of the continued deterioration of the situation, the UN and NGOs, under the leadership of the Humanitarian Coordinator (HC) and the Humanitarian Country Team (HCT), have launched in early August 2021 [a 12-months Emergency Response Plan \(ERP\)](#) to provide life-saving humanitarian support to 1.1 million of the most vulnerable Lebanese and migrants affected by the ongoing crisis. This complements the humanitarian activities implemented under Lebanon Crisis Response Plan (LCRP) and UN Relief and Works Agency for Palestine Refugees (UNRWA) programs for Syrian and Palestine refugees.

OCHA Lebanon supports the HC/HCT in ensuring a coherent and effective humanitarian response to those most vulnerable in Lebanon by leading the coordination around the ERP.

Being accountable to people affected by the crisis is a priority of the HCT in Lebanon. Accountability means that HCT is expected to put in place a system to ensure that two-way communication exists between the humanitarian community and people affected by the multi-faceted crisis, to ensure that the views of crisis-affected people are listened to and are central to strategic decision-making processes and that the humanitarian community is accountable to communities for the quality and timeliness of the services it collectively delivers.

The HCT and the humanitarian community are looking to enhance an intersectoral collective AAP approach in implementing the ERP, building on available mechanisms and tools and ensuring synergies with current platforms. In this context, RCO Lebanon is seeking to hire a short-term consultant to develop a collective AAP action plan and related monitoring and evaluation framework for a joint AAP mechanism to benefit the humanitarian community in the country.

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

The AAP Advisor will support the RC/HC to facilitate a process of operationalizing collective AAP commitments. The AAP Advisor will provide subject matter guidance to the RC/HC and the HCT during the planning and development of a country-level collective humanitarian AAP action plan and other AAP-related initiatives.

Under the direct supervision of the RC/HC and in close collaboration with OCHA, the HCT members and the EOC Sectors leads/coordinators, and the Inter-Agency PSEA Coordinator, the AAP Advisor will:

- i) Map the existing practices/activities on AAP to identify best practices and lessons learned.
- ii) Advise on the sequencing of AAP priorities to ensure that a minimum number of priorities are highlighted with timelines and responsible focal points (function and agency)
- iii) Provide technical advice on available funding mechanisms or adapt current ones to strengthen AAP to support the implementation of the AAP action plan.
- iv) Facilitate consultations and draft the collective AAP action plan.
- v) Develop a monitoring and evaluation framework for the collective AAP action plan
- vi) Assess priority learning needs related to AAP and adapt IASC training tools and resources to the context.
- vii) Identify areas of collaboration, with the PSEA network including capacity building and establishing a dedicated hotline for PSEA.

3. Expected Outputs and deliverables

The deliverables are summarized in the below table:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of the person who will review the output and confirm acceptance)</i>
Mapping of existing AAP mechanism in the country at sectoral/agency and intersectoral levels	12 working days	2 weeks from the contract signature	OCHA Deputy Head of Office, AAP focal point and PSEA advisor to review and discuss required adjustments.
AAP action plan	16 working days	4 weeks from the contract signature	OCHA Deputy Head of Office, AAP focal point and PSEA advisor and HCT to review and discuss required adjustments.
AAP monitoring and evaluation	10 working days	6 weeks from contract	OCHA Deputy Head of Office, AAP focal point and PSEA advisor and HCT to

framework		signature	review and discuss required adjustments.
Adapt IASC AAP training tools and resources to country contexts and identify priority capacity learning needs	07 working days	8 weeks from contract signature	OCHA Deputy Head of Office, AAP focal point and PSEA advisor and HCT to review and discuss required adjustments.

4. Institutional arrangements

The advisor will work closely with the OCHA team mainly the Deputy Head of Office (DHoO), AAP focal point, and PSEA advisor, s/he will be directly supervised by OCHA DHoO and report to RC/HC. S/he will be providing the abovementioned deliverables as reports and presentations, respecting the agreed timeline, to RC/HC and HCT members.

The advisor is expected to meet with the humanitarian actors in Lebanon, especially national and international NGOs, Lebanon Humanitarian International NGOs Forum (LHIF) and Lebanon Humanitarian and Development Forum (LHDF), Lebanon Crisis Response Plan (LCRP) Inter-Agency AAP advisor, and coordinators, donors, and other stakeholders if needed.

5. Duration of work

The expected duration for this consultancy is 45 working days over 2 months, starting, including a process of ongoing and continuous feedback and collaboration with many stakeholders, and so the time allocated across a longer period will allow for this to happen more easily.

6. Duty station

The consultant is expected to work 23 days in the OCHA office in Lebanon and 22 days remotely using their own computer equipment.

7. Requirements for experience and qualifications

I. Academic Qualifications:

1. University degree (in law, social sciences, journalism, psychology, or any other related area.
2. Advanced university degree or a first-level university degree in combination with 2 years of qualifying experience in a similar job may be accepted.

II. Years of experience:

1. A minimum of five years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related areas, with significant experience working in accountability to affected people or community engagement at the field level, is required.

III. Technical experience:

- Experience in working on cross-cutting issues in humanitarian contexts, especially AAP, gender, and PSEA.
- Proven coordination, advocacy, and strategic engagement/negotiation skills.
- Minimum of 2 similar projects implemented.
- Experience in using technological tools related to community engagement is desirable.
- Experience in AAP in Lebanon is desirable.

IV. Competencies:

Ability to work collaboratively as part of a team in a challenging and highly fluid environment, flexibility, and the ability to handle constant change. In addition, proficiency in Microsoft Office, good communication skills, and fluency in English and Arabic language are required to deliver the requested services.

8. Scope of Price Proposal and Schedule of Payments

The total amount will be divided into the deliverables:

- 50% upon submission and approval of deliverables 1 and 2.
- 50% upon submission and approval of deliverables 3 and 4.