

## Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy): Preparation of terms of reference, and monitoring of the implementation of 3 websites, one for each of the 2 Unions of Municipalities (Al Bouhayra and Bcharre) and one for Baalbek-Hermel Governorate

Project Title: LHSP: ENHANCING CAPACITIES OF LOCAL GOVERNMENTS TO BETTER ADDRESS THE CRISIS IN LEBANON

Period of assignment/services: Fifteen (15) working days spread over Six (6) months

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### 1. Background

The LHSP “Lebanon Host Communities Support Programme”, is a multi-year broadly platform promoting social stability, inclusion, leadership of communities and working on an ‘Area Based Development Programme’ (acting at municipal and cluster level) providing capital investments, one which targets specific geographical areas characterized by a complex development problem through a conflict sensitive integrated, inclusive, participatory, and horizontal-vertical flexible approach that generate a Local Action Plan.

LHSP is conducting pilot activity in 2 Unions of Municipalities, namely Al Bouhayra Union in Bekaa Governorate and Bcharre Union in North Lebanon Governorate within the local governance capacities development to better address the crisis in their communities.

The project will add several governance elements to the existing LHSP programme’s implementation model, with a view to (objective) “improve building trust between communities and local governments”, improving impact and sustainability and enhancing the overall effectiveness of local governments in selected areas in Lebanon to service their constituents at this critical time.

Within a batch of several activities required, the UNDP is looking to support the 2 Unions of Bouhayra & Bcharre in developing a website for each, to enhance transparency and access to information. The website should serve as a platform for the community members and local NGOs, CBOs and CSOs, since it is a crucial element in curbing city level corruption as it gives citizens access to relevant information, increases citizen engagement with the government.

Furthermore, under another intervention LHSP aims to support Baalbek-Hermel Governorate in developing a website to enhance collaboration/communication and information sharing. The website should act as a hub for the Governorate, unions and municipalities, tourists, citizens, and beneficiaries whereby it will serve as a guide for users to view all information related to the Governorate.

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

### The overall outputs of this consultancy are:

The consultant is expected to conduct a needs assessment in relation to the website components with beneficiaries in the three localities and in coordination with UNDP to develop the terms of reference for the service provider that will develop the three websites (1 for each of the following: Union of Bouhayra, Union of Bcharre, and Baalbek-Hermel Governorate) based on the findings of the assessment. Furthermore, the consultant is expected to participate in the evaluation panel, follow up, monitor, and evaluate the winner service provider throughout the implementation of the project until official handover.

### SCOPE OF WORK

UNDP solicits the services of a consultant who will be tasked to carry out the following activities:

- a) Perform the necessary assessments with the beneficiaries and in coordination with UNDP to identify the needs and requirements of the websites and match the findings with the objectives the project.
- b) Prepare terms of reference for the service provider that will develop the three websites, this should include information such as but not limited to:
  - 1) Specify the technical specifications of the website, including web and mail hosting services requirements, security requirements, data base requirements, prototypes requirements, among others as deemed necessary.
  - 2) Specify the technical service provider qualifications should include previous experience requirements, staff requirements and their qualifications, financial requirements, among others as deemed necessary.
  - 3) Specify the expected deliverables and describe in detail the different milestones with relevant time frames and payment terms required for each milestone to achieve the objectives of the project (work plan, prototype, conduct training, final report)
  - 4) Evaluation criteria should describe in detail the methodology that will be used for the evaluation of the offers with a grading system.
- c) Estimating of the indicative cost of the three websites implementation.
- d) Proposing names and contacts of some potential service providers.
- e) Assist UNDP with the technical and financial evaluation of the offers received from the service providers.
- f) Assist UNDP with the follow up with the service provider and the beneficiaries throughout the implementation of the project.
- g) Review the deliverables submitted by the service provider.
- h) Participate in the testing and handover to ensure that the product is compliant with the specifications

and fully operational.

- i) Submission of a final report.

### 3. Expected Outputs and deliverables

The deliverable shall be delivered in English one original hard copy and one electronic soft copy, preferably in Microsoft Word format, where applicable.

The following tasks are requested for the deliverable of the project: Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
a) Submission of the Terms of Reference b) Submission of the estimated indicative cost (budget breakdown) c) Submission of a list of names and contacts of potential suppliers	<b>6 working days</b>	<b>2 weeks from contract signature</b>	<b>Specialist on Lebanese Administrative and Regulatory Framework (Activity Focal Point) and Area Managers (Bekaa and North Lebanon)</b>
d) Review the submitted workplan and assessment report submitted by service provider (technical evaluation of the received offers) e) Testing the prototypes and submission of report f) Testing the final product before official handover and submission of report g) Review of the final report and recommendations submitted by service provider h) Submission of a final report	<b>8 working days</b>	<b>6 months from contract signature</b>	

### 4. Institutional Arrangements

- The consultant will work under the overall guidance of the Specialist on Lebanese Administrative and Regulatory Framework (Project Focal Point) and with direct coordination with the relative Areas Managers.
- The consultant should submit a report at the end of each deliverable for approval.
- The consultant should provide UNDP with document showing all the information requested and listed in each deliverable.

## 5. Duration of work

The assigned duration for this consultancy is six months for a total number of 15 working days that should be done and accomplished.

The Consultant is expected to complete and submit the tasks of the deliverables specified above as per the identified time schedule. The expected overall duration for **completion is 15 working days spread over 6 months.**

## 6. Duty station

All the Activities of this consultancy are home based with Travel to the relevant Unions, governorate and meeting with the mayors as deemed necessary.

Alternative working modalities should be always ready to be applied in response to many factors but not limited to political instability and closure of roads, fuel crisis, COVID situation.

## 7. Requirements for experience and qualifications

### I. Academic Qualifications:

At least a Master's Degree in Computer Engineering, Computer Science or direct relevant field.

### II. Years of experience:

- Five (5) years' experience in field of website development.
- The Consultant has worked on Three (3) similar projects/activities in nature to the project stated in this TOR such as the development of ToR for website development.

### III. Technical experience:

- Solid experience in the context of websites development and technical needs.
- Proven experience in working in remote areas and communities.
- understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.

### IIV. Competencies:

- All requested deliverables shall be written and submitted in English.

## 8. Scope of Price Proposal and Schedule of Payments

The Consultant is expected to complete and submit the tasks of the deliverables specified below as per the identified time schedule. The expected overall duration for **completion is 15 working days spread over 6 months.**

The payments will be upon completion and approval of deliverables, as per the below table:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Payment terms (Percentage of payment per deliverable)
a) Submission of the Terms of Reference b) Submission of the estimated indicative cost (budget breakdown) c) Submission of a list of names and contacts of potential suppliers	6 working days	2 weeks from contract signature	40%
d) Review the submitted workplan and assessment report submitted by service provider (technical evaluation of the received offers) e) Testing the prototypes and submission of report f) Testing the final product before official handover and submission of report g) Review of the final report and recommendations submitted by service provider h) Submission of a final report	8 working days	6 months from contract signature	60%