



Consultant(s) to conduct evaluation of the impact of the Syrian refugee crisis on the role and activities of Social Development Centers in Lebanon

TERMS OF REFERENCE (TOR) FOR CONSULTANCY CONTRACT

Employer: ACTED

Project title: Mobilizing Institutions and Civil Society to advocate and Support Sustainable Livelihoods and Protection for the Most Vulnerable Communities in Lebanon.

Deadline: 31th March 2018

JOB DESCRIPTION

1. ABOUT ACTED

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED works closely with local authorities and civil society stakeholders at the community level to implement priority humanitarian interventions such as emergency multi-purpose cash assistance, WASH projects (including disease monitoring and infrastructural and behavioral response), and Shelter interventions incorporating multiple modalities. ACTED is also implementing long-term development projects to rehabilitate infrastructure, improve agricultural production, increase livelihood opportunities and support state and non-state actors to improve service delivery and social stability through collective development planning.

ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

2. PROJECT BACKGROUND

The protracted conflict in Syria, and the ensuing mass displacement of its population, has had a profound impact on Lebanon. The influx of an estimated 1-1.5 million Syrian refugees caused a demographic increase of 25% among the host community, which already consisted of a fragmented pre-crisis population of approximately 4.4 million Lebanese and over 450,000 Palestinians refugees. The refugee crisis has aggravated pre-existing constraints, and created new challenges, for the government, refugees and host communities in Lebanon. These challenges are particularly noticeable in the sectors of livelihoods and protection for vulnerable communities.

Vulnerable refugees and host communities often struggle to access livelihoods and protection-related information and services. As described above, limited employment opportunities and employment-related skills trainings are offered to vulnerable populations. Within this project, ACTED is developing a training program for vulnerable populations who will also benefit from access to job counselling services and practical information about accessing the job market. The beneficiaries will also undergo a 30-hour protection training which focuses on gender equality, self-protection and life-skills.

The objectives of the project:

Overall objective: To enhance the resilience of vulnerable host and refugee communities in Lebanon, through the promotion of livelihood opportunities, protection support and advocacy for their wellbeing.

Specific objective 1: Strengthen and increase the ability of local institutions, enabling them to better deliver livelihood and protection-related services.

Specific objective 2: Enhance the access of vulnerable populations to information and services for improved livelihoods and protection.

Specific objective 3: Advocate for awareness, policy and practice change at a national and local level, regarding key protection-related issues affecting vulnerable populations.

3. Description of Work

This consultancy is integrated under the specific objective 3, mentioned above. One of the aims of this project is to identify protection-related challenges faced by vulnerable individuals and to place pressure on the government to implement local and national policy change to answer the needs of these populations. The technical consultant(s) will conduct a detailed analysis of the protection role played by three selected social development centers, participating in project, since the beginning of the refugee crisis in Lebanon. In addition, the consultant(s) is expected to identify shortcomings and challenges faced by the selected SDCs in the implementation of their protection role as well as identify potential gaps created by the absence of certain protection-related services in these SDCs. Recommendations are to be defined to cover these identified gaps.

4. OBJECTIVE & EXPECTED DELIVERABLES

4.1 Objective of the Consultancy

The Consultant(s), supported by ACTED will be:

- Assessing the current situation of three selected SDCs in Lebanon in terms of historical development, existing obstacles and challenges.
- Assessing the services provided by the selected SDCs in light of their mandate, with a particular focus on the provision of protection-related services and the availability of these services to Syrian refugees and members of the host community

- Conducting interviews with key informants in the selected SDCs, NGOs and UN agencies which have developed and carried out protection programming in the above-mentioned SDCs and the Ministry of Social Affairs for key lessons learned: patterns of successes and challenges in developing a protection program in a SDC for Syrian refugees and the host community.
- Interviewing beneficiaries of protection-related services in SDCs to measure the quality of the services they were provided and to identify gaps in the provision of these services.
- Analyzing the protection needs of the host community and the refugees community surrounding the selected SDCs through focus group discussions and comparing these needs with the services offered by the SDCs. There should be at least two focus group discussions in each community.
- Identifying and interviewing potential CSOs providing protection-related services within SDCs or filling a gap within the community to understand better the gaps in services provided by SDCs in protection related services.
- Identifying best practices and lessons learnt in implementing protection-related services from the selected SDCs.
- Providing advocacy statements and recommendations to MoSA.

Building a protection program requires a multi-sector approach. Therefore, although the primary targets of this study are the protection-related services provided by SDCs, it may also be within the scope of the study to look at the structural challenges faced by SDCs in providing other services (health, TVET, after-school programs, etc.).

ACTED is expecting a clear analysis about the structural challenges faced by these governmental institutions beyond the lack of funding, which is a challenge across all sectors and institutions.

4.2 Deliverables

The consultant(s) shall deliver the following under the agreed time frame:

1. Presentation of initial findings to ACTED at the end of the research phase (deadline: May 5th 2018)
2. Short summary publication, 2-3 ½ pages, which focuses on the main points of the long paper and is geared towards the Ministry of Social Affairs and the directors of the three selected SDCs. (deadline: May 15th 2018)
3. Longer, full report, approximately 15-20 pages. This should be more in-depth and technical with evidence of recommendations included. (June 1st 2018)
4. Presentation of the report at a national conference held by ACTED at the end period of the project bringing together MOSA representatives, SDC directors and key staff members as well as representatives from the civil society and donors community
5. Both the short and long versions of the paper should include a feedback and revision period, to validate results and strengthen the study.

The consultant(s) shall be solely responsible for the quality and integrity of its services including the deliverable outputs outlined in this Terms of Reference. The consultant(s) shall coordinate all work assignments with ACTED and conduct discussions and consultations with the key actors and relevant stakeholders.

5. DURATION OF THE CONSULTANCY

The Consultant(s) will report directly to ACTED's Protection Project Manager, and will be working closely with the project staff. The intended start date is April 1st 2018 .The consultant(s) shall commence the consulting service upon the effective date of the contract notice to proceed, and the deadline to submit the specified works throughout the project.

6. REQUIRED EXPERTISE

The consultant(s) or consulting firm is expected to have the following skills:

- Proven experience in designing, leading and implementing similar work. Must be able to design the methodology for the analysis, develop research plan and complete the deliverables with minimal guidance and be able to collaborate with program staff to ensure that the program's needs are met.
- Excellent writing skills and ability to produce professional, well-written reports in English.
- Knowledge of the humanitarian and development sector in Lebanon.
- Fluency in Arabic and English required

7. APPLICATION PROCESS

All candidates are required to submit the below document to the address lebanon.tender@acted.org :

- **An up-to-date CV**
- **A sample of similar studies conducted**
- **A proposal including a draft methodology and detailed timeline**
- **A price quotation for the white paper as per the below**
- **A copy of the Terms of reference document signed on every page by the consultant**

Interested applicants may request further program details, as well as inquire into the terms and conditions of this Call by sending an email to: lebanon.tender@acted.org

8. CONFIDENTIALITY STATEMENT

All data and information received from ACTED and any other stakeholder for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed of to any third parties without the expressed advance written authorization of the ACTED.

PS: the dates mentioned above might be subject to change

Price Quotation

1. Basic information

Name of the consultant	
Address	
Phone Number of the consultant	
VAT Charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>
VAT Registration number	

2. Quotation details

If needed, add lines

Description of item	Quantity	Unit price (USD)	Total price (USD)	Unit price (USD)	Total price (USD)
		<i>Excluding VAT</i>	<i>Excluding VAT</i>	<i>Including VAT</i>	<i>Including VAT</i>
evaluation of the impact of the Syrian refugee crisis on the role and activities of Social Development Centers in Lebanon as per above TOR	Lumpsum				

3. Validity and signature

This quotation is valid until *(insert date in the format DD/MM/YYYY):*

Name: _____

Date: _____

Signature and stamp: