**Consultancy Title:** Risk Mitigation Consultancy

**Duty station:** Beirut - Lebanon

**Contract type:** service agreement

**Starting date:** December 06, 2023.

**Contract duration:** 4 months

***Expertise France***

Expertise France (EF) is a public agency created on 1st January 2015 under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers programme engineering and technical assistance by developing and implementing international cooperation actions worldwide. Expertise France is the French public agency for international technical assistance.

EF designs and implements cooperation projects addressing skills transfers between professionals. The agency also develops integrated offers, assembling public and private expertise in order to respond to the partner countries' needs. With a business volume of 148 million Euros, a portfolio of over 500 projects in 100 countries, and 63,000 days of expert missions every year, Expertise France promotes French and European development policy goals.

EF operates in various fields of development and institutional cooperation including safety and security reform, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programmes, EF can ensure the cooperation between individuals, teams and institutions with very different statuses, cultures and specialties. EF has acquired a sound experience in administrative and financial management of large-scale international programmes. [www.expertisefrance.fr](http://www.expertisefrance.fr)

1. **Project background**

The multiple crises that have impacted Lebanon for several years have led to a serious deterioration in the standard of living of the population and increased the risks of economic, social and political instability in the country. With the start of the Syrian crisis in March 2011, more than one million people had to seek refuge in Lebanon. This influx of refugees has had significant human, social, economic and political repercussions and has weakened the structures of assistance to fragile populations. The last couple of years have been marked by the collapse of the economy, the October 2019 protests, the COVID-19 pandemic and the explosion of the Port of Beirut. This accelerated succession of economic and social humanitarian crises has led to a dramatic increase in poverty levels among displaced populations and vulnerable host communities.

In the spring of 2021, the World Bank estimated that the economic and financial crisis hitting Lebanon would be among the ten, and probably the three most serious crises in the world since the middle of the 19th century. The banking sector has ceased lending operations and is no longer attracting deposits, and the Lebanese pound (L.L.) continues to lose value with soaring inflation.

Local NGOs play an essential role in crisis contexts in Lebanon, through their proximity to the most vulnerable populations and their presence in the most affected areas of the country. Their activities contribute to improving access to basic services in a context of saturation of public services. They also play a key role in strengthening social cohesion in the face of the growing risk of communal tensions.

Six years after the signing of the “Grand Bargain” on aid localization, aimed at repositioning local actors at the center of humanitarian action, the role of local NGOs in the aid ecosystem in Lebanon still needs to be strengthened, and strengthening their capacities remains a major lever for the sustainability of crisis response actions in the country. Lebanese NGOs must therefore be supported in strengthening their management capacities, technical skills and sectoral specialization to assert themselves as effective and relevant actors in the response to current crises.

1. **The Shabake2 project**

The Shabake 2 Project was designed in the framework of the localization of aid agenda and the need to strengthen Lebanese NGO capacities so that local recipients can take the lead in responding to crises generally and to the Syrian-refugee crisis in Lebanon specifically. It follows the implementation of the Shabake 1 Project which was implemented from 2019 to 2022.

The Shabake 2 project is part of the Peace and Resilience Fund – Minka Middle East, which aims to contribute to the response to the consequences of the Syrian crisis, and to act on the prevention and management of the protracted crisis in Lebanon. In addition, the intervention with a dynamic Lebanese civil society makes it possible to concretize the interventions under the "localization of aid" within the framework of the "Grand Bargain" of the 2016 World Humanitarian Summit.

The overall objective of the project is to strengthen social cohesion and support peace and stability by accompanying local NGOs in their key crisis management role and providing sustainable support to vulnerable host communities and Syrian refugees.

It aims to strengthen purpose-driven, technically sound and locally rooted NGOs to support their abilities in weathering the crises as they arise, gaining greater financial autonomy and contributing to Lebanon's recovery. An emergency response component, funded by the Crisis Centre (CDCS) of the French Ministry of Europe and Foreign Affairs (MEAE), is included in the programme, which makes it possible to articulate different French emergency and development instruments as part of a comprehensive approach to support Lebanese CSOs.

The project is structured around three sub-objectives:

* **Sub-objective 1 (SO1):** To enable NGOs to be trusted partners in the implementation of vulnerabilities-reduction projects and thematic actions.
* **Sub-objective 2 (SO2):** To support local NGOs in their efforts to efficiently respond to the emergency situations and ongoing crises in Lebanon.
* **Sub-objective 3 (SO3):** To enhance technical and organizational capacities of partner NGOs for an improved localization of aid for the benefit of vulnerable populations.

1. **CONSULTANCY DESCRIPTION AND SCOPE OF WORK**

Expertise France is seeking the services of Risk Management expert to build the capacities and develop an internal and external risk management plan for two of it’s local partners: the Lebanon Reforestation Initiative (LRI), Lebanese Alternative Learning (LAL). LRI focuses on improving forest landscape, management, and restauration, agroforestry, fire prevention, and raising awareness around these issues, is seeking to reinforce its capacity and ability to face potential threats on the field but also, at office level, while LAL is a local NGO focusing on Education and operating in several regions across Lebanon, is seeking to reinforce its capacity and ability to face potential threats on the field but also, at office level.

The consultant, an expert in Risk Management and Contingency Planning, with proven experience in the humanitarian sector (experience with LNGOs is a must), especially within the Lebanese context, will meet with LRI’s and LAL’s team separately.

The consultant is expected to deliver the following for each partner:

* For LRI
  + Develop a Risk Management Plan for addressing potential internal and external threat.
  + Present the final document to LRI’s team with an action plan which will include clear steps to support LRI in the implementation phase
* For LAL
  + Develop a Risk Management Plan for addressing potential internal and external threat.
  + Present the final document to LAL’s team with an action plan which will include clear steps to support LAL in the implementation phase

1. **KEY TASKS AND DELIVERABLES**

* Develop a Risk Management plan for LRI which will include all potential threats (internal and external) concerning their team, their activities, and offices. This plan will include situations and ways and solutions to address it.
* Organize a workshop through which the Risk Management plan will be presented to LRI’s team with clear steps to implement its content.
* Develop a Risk Management plan for LAL which will include all potential threats (internal and external) concerning their team, their activities, and offices. This plan will include situations and ways and solutions to address it.
* Organize a workshop through which the Risk Management plan will be presented to LAL’s team with clear steps to implement its content.
* Prepare a final report for the consultancy detailing all the process, LRI meeting notes/minutes and all deliverables.
* Prepare a final report for the consultancy detailing all the process, LAL meeting notes/minutes and all deliverables.

1. **ROLES AND RESPONSIBILITES**

**Consultant:**

* Closely coordinate with Expertise France regarding the activities to be implemented.
* Ensure regular communication with both LRI, LAL and Expertise France throughout the process.
* Meet with LRI’s team and LAL’s team to collect all information needed on their premises and programming, research, draft and develop a Risk Management plan.
* Organize a workshop to present the results to LRI’s team.
* Organize a workshop to present the results to LAL’s team.
* Validate with Expertise France the Risk Management plan prior the final presentation.
* Prepare two final reports; One which will lay out all the process, LRI meeting notes/minutes and all deliverables and the other will lay out all the process, LAL meeting notes/minutes and all deliverables.

**Expertise France:**

Expertise France will contract the consultant and through Project management team will oversee:

* Developing and finalizing the terms of reference and contract.
* Reviewing and approving all expected deliverables with the consultant.
* Supporting the consultant in connecting and meeting with LRI.
* Supporting the consultant in connecting and meeting with LAL.
* Overall monitoring of the assignment activities and the delivery of milestones.

1. **QUALIFICATIONS**

* Degree in social science, humanities, risk or crisis management or related field.
* Minimum 10 years’ experience in developing strategic and crisis planning, and risk management plans, policies, and tools for non-governmental organizations, especially in the Lebanese context.
* A minimum of 5 years of delivering capacity strengthening sessions to humanitarian and human rights organizations under the fields of crisis management, humanitarian response under emergencies, risk analysis and mitigation measures.
* Strong local knowledge and comprehensive understanding around capacity building programs
* Professional working knowledge of Arabic and English is compulsory.
* Extensive experience in delivering the requirements mentioned.
* Ability to work in a participatory approach with a certain flexibility.
* Professional commitment and ability to work under pressure.
* Ability to communicate, negotiate and adapt to work requirements.

1. **Applications**

Applications (detailed resume and cover letter) are to be sent to the following email address: [rayan.merheb@expertisefrance.fr](mailto:rayan.merheb@expertisefrance.fr) and [ayman.al-shaar@expertisefrance.fr](mailto:ayman.al-shaar@expertisefrance.fr) under the title: Risk Mitigation – LRI x LAL x EF.

Application should include the following documents:

* + For Companies
    - Annex I – complete Legal entity form including MOF and VAT registration certificates.
    - Annex II – complete financial identification form along with a bank letter confirming the bank account details.
    - A portfolio of similar experiences
    - Annex III – complete Sworn statement
    - Filled and signed copy of the safety questionnaire
    - Copies of the company shareholders passports
  + For Individuals (freelance consultants)
    - Annex II – complete financial identification form along with a bank letter confirming the bank account details.
    - MOF registration number certificate
    - A portfolio of similar experiences
    - Annex III – complete Sworn statement
    - Filled and signed copy of the safety questionnaire
    - Copy of the individual consultant passport
* Technical offer (for all experts involved, whether companies or individual applicants)
  + Expert CVs
  + Annex III – Methodology and chronogram - covering all tasks listed in the tender.
* Financial Offer for all deliverables mentioned in article 4 (key tasks and deliverables) including the number of days required for each deliverable.
* Workplan (estimate time for delivering the consultancy)

The deadline for application is December 3rd, 2023.

1. **Comparison of bids for selection f the most economically beneficial bid**

Bids will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

***Criterion 1: price of the services***

The **financial score (FS out of a maximum of 35 points)** will cover the comparison of the financial offers of all candidates having submitted a conforming bid.

***Criterion 2: Technical offer***

|  |  |
| --- | --- |
| **Sub-criteria for assessing the technical quality** | **Maximum number of points** |
| Years of experience related to Strategic Planning, Crisis Response and Contingency Planning, and Risk Management. | 15 |
| Years of experience in preparing, facilitating, and delivering trainings related to Strategic Planning, Crisis Response and Contingency Planning, and Risk Management. | 15 |
| Methodology presented and timeframe for completing the mentioned assignment | 15 |
| Portfolio of similar experiences. | 20 |
| **TOTAL** | 65 |

Each technical offer, deemed to be technically conforming, will be attributed a **technical score (TS out of a maximum of 65 points)** by adding up the weighted scores obtained for each sub-criterion.

1. **Payment conditions**

The payments will be divided upon completion of the required tasks.

25% upon contract signature

25% upon completion of deliverables and submitting the first final consultancy report detailing all deliverables (activities and annexes) validated by Shabake 2 team management team for the first partner.

50% upon completion of deliverables and submitting first final consultancy report detailing all deliverables (activities and annexes) validated by Shabake 2 team management team for the second partner.