**Term of Reference (ToR)**

**Consultancy for Partnership Processes Review**

1. **Context:**

INTERSOS is an Italian NGO which has worked in Lebanon since 2006 to assist the civilian population affected by the conflict in the South and expanded its operation across Lebanon in the last 7 years to support the Syrian refugees since the crisis erupted through the implementation of multi-sectorial and holistic programmes targeting Syrian refugees and the most vulnerable Lebanese. Protection remains INTERSOS main sector of intervention in the country (with active presence in the four different regions and with operational bases in Beirut, Tripoli and Halba, Zahle and Tyr), often associated with Shelter and WASH, Education and Livelihoods to ensure an integrated approach. The main activities of INTERSOS programming in Lebanon are tailored according to community specific needs. All INTERSOS projects follow the Lebanon Crisis Response Plan (LCRP) and other humanitarian coordination mechanisms and are developed in close coordination with the humanitarian coordination mechanisms and governmental institutions. As part of its overall Beirut Blast response, INTERSOS started provided assistance following a rapid needs assessment in the immediate days after the explosion with a strong focus shelter rehabilitation.

In the framework of the Beirut blast response and in line with the OCHA flash appeal priorities, INTERSOS partnered with UNHCR to respond to the crisis. As part of this emergency response programming, under UNHCR umbrella, INTERSOS partnered with ICOMOS in late 2020 and with BHI in early 2021 to further support heritage buildings rehabilitation, as well as under similar Beirut Blast response programs with other actors for the delivery of protection assistance to the most vulnerable groups.

1. **Purpose & Objectives**

## PRESENTATION OF THE SCOPE of the CONSULTANCY

* Project Title: Ensuring the basic and fundamental rights of Syrian Refugees, Iraqi and ON in Mount Lebanon (January to and Response to the Beirut Blast
* Duration of activities: November 2020 until May 2021
* Project and Partnerships Locations: Beirut and Mount Lebanon
* Total budget of the partnerships: ca. 110 000 USD
* Partners engaged: ICOMOS Lebanon, The National Heritage Foundation (Beirut Heritage Initiative Campaign), other implementing partners in the same area of intervention for comparison purpose.
* Sectors of intervention: Shelter
* Project stakeholders: direct implementation of activities in close coordination with UNHCR, the Forward Emergency Room (FER) set-up by the Government of Lebanon, the affected municipalities, the humanitarian coordination mechanisms (i.e., shelter, protection and basic assistance working groups).
* Expected results of the partnerships: As per details in the project proposals (to be provided at collaboration commencement)

For the full context and project partnership description reference will be made to the different project documents which will be provided during the collaboration phase.

## CONSULTANCY OBJECTIVES

The purpose of the consultancy:

The consultancy will serve two main purposes: on one hand to give an independent assessment of partnerships engaged during the Beirut Blast shelter programming and on the other hand to develop a revised set of partnerhip tools based on the lessons learned from the assessed experiences.

The specific consultancy objectives:

The consultancy will need to specifically address the following key aspects:

1. **Assessment of the effectiveness of the partnership tools used for the project**: the extent to which the partnership tools used throughout the projects achieved the desired results
2. **Lessons learned on the partnering cycle based on the existing experiences:** what lessons and recommendations can be drawn from the execution of the different steps of the partnering cycle (i.e., partnership scoping, building, planning, structuring, mobilizing, delivering, measuring, reviewing, revising, moving forward).
3. **Reviewed package of partnership tools for future programming:** based on objectives 1 and 2, the development of a revised package of tools building on the lessons learned and feedback from stakeholders for the different partnering cycle steps.

The consultancy will need to provide also specific consideration the core cross-cutting themes of gender equality, protection mainstreaming, and capacity building as relevant for the subject being analyzed.

1. **Consultancy Methodology**

The consultant/consultancy firm is expected to employ a participatory methodology, combining the use of its own expertise and that of the organization with the inputs of the assessment and learning of INTERSOS project in this regard. The consultant/consultancy firm should include to the extent possible the following:

* + Desk-based review: analysis of project plans, partnership documents, reports, partnership tools
	+ Semi-structured interviews and meeting with key informants (INTERSOS and partners focal points, etc.)
	+ Lessons learned & recommendations preliminary sharing for review
	+ Joint meeting to discuss priority partnership tools for review and further development based on analysis of experiences and existing gaps
1. **Deliverables and timeframe**

The consultant is expected to provide the following key deliverables:

* Assessment Report (of a maximum of 10 pages) produced by the lead consultant within 10 days of contract being signed detailing the findings of the assessment with regards to the effectiveness of the partnership tools used for the project and the lessons learned on the partnering cycle based on the existing experiences.
* Reviewed package of partnership tools for future programming based on the assessment & lessons learned as per priority scope agreed with INTERSOS

All consultancy material and deliverables shall be in English language and be provided in soft copy via email and USB stick to INTERSOS.

The evaluation is scheduled to be take place during May 2021.

The following is an indicative schedule for the working days expected to carry out the work.

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| **Activity** | **Number of Days** |
| Initial meeting/briefing and review of provided documentation | ½ day |
| Desk Review and consultation meeting / data collection  | 4 days |
| Production of the assessment report & finalization following feedback | 3 days |
| Joint discussion of findings for feedback and prioritization of tools to be reviewed  | ½ day |
| Reviewed package of partnership tools development and finalization following feedback | 6 days |

Estimated total of 14 working days. These are not expected to be consecutive days, therefore a degree of flexibility and availability is expected from the consultant, also to allow for enough discussion with the INTERSOS team at the different key stages.

1. **Profile of the Consultant and selection process**

INTERSOS will select the consultant based on the received profile and offer.

The selection will follow a competitive bidding process, which will be based on a request for quotations (inclusive both of a technical and financial offer) published online on relevant website(s). Following a pre-screening of the received offers, those meeting the minimum requirements will be ranked on both the technical and financial offers, following also a panel interview of the shortlisted consultants/firms.

INTERSOS will make every effort to ensure there is no conflict of interest on the basis of the consultants selected in order to guarantee independence and objectivity.

Specific skills and experience sought:

* Significant demonstrable experience in the assessment, development and advise with regards to humanitarian and development sector partnerships
* Proven experience in delivering similar type of deliverables.
* Relevant academic qualifications and training in the related fields.
* Excellent communications and presentation skills.
* Ability to write clear and sensible reports (examples of previous work shall be submitted).
* Fluency in English and Arabic is essential.
* Understanding of Lebanon humanitarian mechanisms and context is preferable
* Ability to manage the available time and resources and to work on tight deadlines

No data can be used by the consultant concerning this study without the written permission of INTERSOS. The consultant acting as service provider will make sure to present itself as such for all discussions held within the framework of the consultancy.

The consultant immediately agrees to respect all specific security instructions of INTERSOS and most recent Government directives as well as to operate in line with INTERSOS PSEA and child protection policies.