

Terms of reference (ToRs) for the procurement of services below the EU threshold

Research and dialogue advisor

Project number/
cost centre:

21.2202.6-003.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference

1. Background

The project “Strengthening the influence of Palestinian refugees on their living conditions in the MENA region (PART II)” was commissioned by the German Ministry for Economic Cooperation and Development (BMZ) in December 2021 to improve the capability of Palestinian refugees to influence their living conditions. The project is active in the Palestinian Territories, Jordan and Lebanon and its main political partner is the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA). It also works in close cooperation with host government institutions as well as local NGOs and CBOs.

PART II combines a conflict-transformative multi-level and a multi-stakeholder approach on a local, regional and international level. It focuses on improving psychosocial well-being as well as mental health in conjunction with strengthening social and economic participation. The project has a special focus on young Palestinian refugees, people with disabilities as well as people affected by poverty and gender-based violence.

2. Context

The Lebanese Palestinian Dialogue Committee (LPDC) is an inter-ministerial committee directly linked to and mandated by the Lebanese Presidency of the Council of Ministers to deal with Palestinian refugees’ affairs in Lebanon. The committee is currently serving as a focal point to address the file between the Palestinian refugees and local and international stakeholders, so as to provide policy recommendations to the Government of Lebanon based on the national interests of the Lebanese people and the rights of Palestinian refugees to live in dignity and respect, until a durable and lasting solution is found.

LPDC embarks upon its national strategy focused on the Palestinian file in Lebanon and on possible opportunities to improve their refugees’ living conditions. After rounds of discussions and a number of research, LPDC found interests in producing a research work on the history of the asylum topic of the Palestinian refugees aiming at revisiting the narrative of migration, displacement and asylum. LPDC intends to present the final product in a publication format, highlighting the correlation between various existing communities and pave the way for a better understanding of the relation between them.

This process complements the work of other pillars and processes so as to reach a common understanding to set the ground for future discussions on the Palestinian-Lebanese relations.

In the course of time, LPDC will host dialogue process and discussions around the historical narrative of Palestinian refugees in Lebanon and on the future aspect of conflicts with the support of a Research and dialogue advisor, who will design and facilitate focus group discussions and submit their recommendations and analysis.

3. Tasks to be performed by the research and dialogue advisor

The advisor is responsible for providing the following services:

Tasks:

Phase I: Preparatory phase

The final product shall serve as a discussion material, to turn into a discussion and consultation project.

- 1- With reference to LPDC’s national strategy and taking into account the purpose behind the research production, the consultant is requested to submit the conceptualization of the book following 3 principal pillars:
 - a. Address the connectedness between migration, displacements and asylum in the region;
 - b. Develop the overall perception of displacement based on legal concepts of displacement, as well as the normative framework;
 - c. Initiate the correlated relationship between Lebanese nationals and Lebanese nationals on one hand, and between Lebanese nationals and Palestinian refugees on another hand.
- 2- To do so, the consultant shall participate in and facilitate local workshops on the Palestinian file with LPDC. The consultant shall select groups of stakeholders, to consult with and facilitate dialogues between each group and LPDC consultants.
- 3- These meetings and workshops shall be conducted and facilitated in sequence, so as to initiate the contact and start collecting feedback on the presented charter through:
 - a. Touch base with the different groups,
 - b. Present concepts and test the ground for possible allies, conservatives and opponents;
 - c. Collecting feedback, challenges, fears and possible opportunities,
- 4- Initiate contact with university professors and academic researchers among others, to ensure amplification of LPDC’s academic footprint.
Selected groups shall also include grassroots, socio-influencers, civil society organizations and other relevant stakeholders found important and that efficiently contribute to the objective;

Phase II: Production of the research book

- Following each workshop, the consultant shall review and update the drafted document taking into consideration the different opinions and discussions, and submit a revised version subject to a new round of discussion with new groups.
- After consultation with LPDC management and consultants’ team, finalize the conceptualization of the document and its content and submit the final document in English and Arabic languages ready for editing and proofreading;

General support to LPDC and participation:

- Contribute with regular articles to LPDC’s magazine “Jousour”;
- Participate in regional meeting and events with LPDC team;
- Participate in various meetings with regard to the political track.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone & Deliverables	Deadline	Approval
1- Submission of an inception report including: <ul style="list-style-type: none"> - Conceptualization of the book and embark upon and lay ground the writing process; - Planning and framing of the focus groups discussions; - Preparation of focus groups discussions with LPDC team; - Summary of the 1st round of focus group discussions; 	On or before 30 June 2023	LPDC management and GIZ management

- Contribution to “Jousour” magazine and general support to LPDC;		
2- Submission of the 1 st progress report including: - Touch base with academic researchers and university professors; - Summary of interventions during meetings and workshops if convened; - Progress of Chapters book writing inclusive of feedback from focus groups discussions and from LPDC management team; - Consult and communicate with LPDC legal team to keep pace of the 2 ongoing processes; - Prepare along with LPDC legal and technical team for workshops and meetings; - Summary of the 1 st round of focus group discussions; - Summary of the interventions during regional meetings and events with LPDC; - Contribution to “Jousour” news supplement;	On or before 30 September 2023	
3- Submission of the 2 nd progress report including: - Progress of written chapters of the book inclusive of feedback from focus groups discussions to LPDC management team for comments; - Summary of focus groups discussions, workshops and regional events; - Contribution to “Jousour” news supplement; - Preliminary submission of the book to LPDC management team and provision of feedback and comments.	On or before 31 December 2023	
4- Submission of the final report including: - General recommendations; - Final product in Arabic and English languages approved by LPDC.	On or before 19 April 2024	

Period of assignment: From 20.04.2023 until 19.04.2024.

4. Personnel concept

The bidder is required to submit a cover letter including examples of written articles/studies/research on the Palestinian refugees’ context and their updated CV aligning with the below described qualifications and tasks, along with the financial offer for the 4 deliverables and milestones.

The below specified qualifications represent the requirements to reach the maximum number of points.

Expert: Research and Dialogue Advisor

Tasks of the Research and dialogue advisor

- Overall responsibility for the advisory packages of the consultant (quality and deadlines)

- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

Qualifications of the Research and dialogue advisor

- Education/training (1.1.1):
 - Advanced degree in Political science, Political philosophy. **20 pts**
- General professional experience (1.1.1):
 - Minimum 5 years of working experience as a writer or journalist; **5 pts**
 - Minimum 5 years of experience in writing political articles and News section; **5 pts**
 - Minimum 5 years of experience in conducting political research, hosting conferences and providing lectures; **10 pts**
- Specific professional experience (1.1.1):
 - Previous research study on the Palestinian Refugees' context in Lebanon, **5 pts**
 - Excellent Knowledge of the Palestinian refugee's context and the political aspect is a must, **10 pts**
 - Good connections with relevant stakeholders and academic researcher are a must. **5 pts**
- Regional experience (1.1.2):
 - Previous research study on Palestinian camps and/or gatherings in Lebanon; **10 pts**
 - Excellent proven knowledge of the history of asylum of the Palestinian refugees to Lebanon. **20 pts**
- Language (1.1.3): Excellent business language skills in English and Arabic **10 pts**

5. Costing requirements

Assignment of personnel

Research and Dialogue Advisor: On-site assignment for 66 expert days

Assignment in country of assignment for 66 expert days

The consultant's daily rate shall be all inclusive to any operational and running cost related to performing the tasks such as office backstopping, printing, communication, transportation, and administration.

Travel

The bidder is required to calculate the travel based on the places of performance stipulated mentioned below (under workshops and trainings) and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

For per-diem and overnight accommodation allowances, refer to the attached table "Annex 1- Lump-sum subsistence and overnight accommodation allowances (country table)" for the highest rate allowed in EUR.

Workshops, training

The consultant implements the following workshops/study trips/training courses:

- The consultant shall participate in up to 2 workshops outside the country of assignment with up to 4 days each (foreseen locations: 1 Egypt, 1 Jordan)
Dates will be communicated at a later stage.
- The consultant shall also design and participate in local workshops inside the country of assignment

Other costs

- Visa costs where applicable

6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 5 pages (excluding CV).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the consultant has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Only technically eligible candidates will be qualified for the interview.