

Trafficking in Person in Lebanon

ToR for a Country Assessment and Analysis Report

- **BACKGROUND INFORMATION**

Norwegian Church Aid (NCA) has been operating in Lebanon since 2012, responding to the impact of the Syria crisis, Beirut Blast, Covid-19 pandemic and most recently to the economic crisis. NCA works in close partnership with local partners, with a main focus on Gender Based Violence (GBV)/Protection and Water, Sanitation and Hygiene (WASH) sector response.

NCA intends to integrate prevention and mitigation of human trafficking within its humanitarian response efforts. NCA aims at establishing a holistic response at the country, particularly in regard to reaching the most vulnerable and, most importantly, preventing further harm induced by human trafficking in the relevant humanitarian responses. Prevention and mitigation of trafficking, furthermore, promotes human rights, and women's rights.

1. CONTRACT PURPOSE AND EXPECTED RESULTS

Overall objective:

The overall objective is to develop a contextual analysis of Trafficking in Persons in Lebanon (TIP), at the national level (with a specific focus on Beirut/Mount Lebanon, North and Bekaa). The analysis is expected to assess and provide in depth findings on the legal framework, institutional context and capacity (both governmental and non-governmental), trafficking trends, magnitude and contributing risk factors. It will conduct service mapping, propose possible activities on how TIP is effectively addressed in the intervention area. The analysis is expected to provide input to integrate counter-trafficking into existing Water, Hygiene and Sanitation (WASH), and Gender Based Violence (GBV) projects implemented by NCA and partners with a specific focus on Beirut/Mount Lebanon and the North.

The TIP assessment will include:

1. Conducting primary research at the field level among NCA/ partners, communities in need, officials in relevant government departments, UN personnel, other INGOs and local NGOs to assess the TIP current national situation,
2. Collecting secondary data, that is relevant and reliable, to support the assessment report of the current situation.

Applicants should submit a proposal for the assignment, incorporating the following elements:

- Methodology to be adapted
- Modality of conducting the analysis
- Resources
- Geographical areas
- Timeframe
- Tools used for data collection and data analysis
- Means of validation of findings
- Questionnaires to be used for data collection.
- Volunteers supporting in the interviews.
- Key informants, stakeholders, and actors for the interviews
- Samples, Numbers of participants in the assignment
- M and E tools
- Approaches
- Recommendations

Expected Deliverables

1- During the assignment:

Inception Report

- Detailed implementation work plan, with specific dates of each delivery, including when drafts are to be submitted and review time. (Max 30 calendar days for the completion of the whole process including NCA approval of final report)
- The inception report must demonstrate a detailed understanding/interpretation of the TOR with a detailed roadmap on the methodology for carrying out the assignment.
- Risk analysis must be included.
- Must be submitted within 7 days of signature of contract.

Contextual Analysis

- Should aim to understand, TIP background and scale, vulnerabilities to trafficking, it's magnitude and trends. The legal framework (international, regional and domestic), institutional context and capacity, both governmental and non-governmental, highlighting gaps and challenges.
- Data collection should incorporate both primary and secondary resources.
- Must include context-specific, gender-sensitive assessments to identify new and/or increased, shared and differentiated risks for men, women, girls and boys.
- Ensure recruitment, training and remuneration of data collectors as part of the consultant responsibility
- Preliminary analysis report to be submitted 21 days after the agreement is signed.

- Final analysis report and action plan both in hard and soft copy on the 5th working day after the first draft is commented.

Stakeholder/Service Mapping

- The purpose of the mapping exercise assignment is to identify services available for survivors of TIP and the capacity of those providing these services
- Assess how and if the services address the needs of beneficiaries and their satisfaction with the services.
- Explore the technical capacity of partners on the topic of trafficking, identify needs in terms of information and skills to be provided in the TIP training.
- To provide recommendations on service gaps in terms of availability, quality and reach, accessibility, and affordability.

2. TIMING, LOGISTICS AND FACILITIES

The assessment should be conducted in Lebanon and should be completed within 1 month upon contract signature. The consultant will be selected based on a request for proposal. The actual assessment is expected to be completed within one month following the agreement with the selected consultant. The consultant is asked to fill-in the below table with suggested dates for each of the tasks and milestone:

Core Tasks	By Date:
Scoping meeting: <ul style="list-style-type: none"> Detailed briefing on the assignment. Receive all relevant available documentation 	First week upon contract signature
Milestone 1: Inception report including timeline, desk review and assessment tools: <ul style="list-style-type: none"> Please check sections expected deliverables, and reporting. Training of enumerators conducted. Final versions will be subject of approval by NCA. 	One week following the contract signature
Field visits: <ul style="list-style-type: none"> Data collection on site as per agreed methodology, tools and schedule. Please see above under Scope of services. 	During the month of Feb- March 2024
Data analysis: <ul style="list-style-type: none"> Data cleaning and analysis 	During the month of Feb-March 2024
Milestone 2: Draft final report <ul style="list-style-type: none"> Please check sections expected deliverables, and reporting 	20 days following the contract signature
Milestone 3: Final report <ul style="list-style-type: none"> Please check sections expected deliverables, and reporting Final versions will be subject of approval by NCA. 	On the 5th working day after the first draft is commented.
Total Duration of the assignment:	1 month (30 calendar days)

During the assignment, the consultant will report to the NCA Lebanon GBV Coordinator. The consultant/s will be expected to make relevant arrangements for accommodation, permits, transportation/fuel, data collection tools, enumerators, office facilities, security, and safety, and if necessary, translation from Arabic to English.

3. REPORTING

The selected consultant/s will be expected to submit the following documents in English:

- a) **Inception report.**
- b) **Assessment tools.**
- c) **Progress updates.**
- d) **Final Report**

The final report should contain at least the following sections (not exhaustive):

- Executive summary and introduction and context background to the assignment
- Description of the methodology, approach, scope of work, constraints, and opportunities
- Data presentation and detailed analysis
- Key findings, recommendations, and conclusions
- Conclusions related to the assessment's findings and recommendations

Annexes to be included: The agreed Terms of Reference (ToR), work plan, assessment tool and protocols, databases, photos and references to sources of information for both qualitative and quantitative data.

All datasets produced during the consultancy, should be provided in a CSV compatible file. In addition, all communications materials produced during the assignment should be submitted to NCA. All related data, including the final report and guidance document are the property of NCA.

4. ROLES AND RESPONSIBILITIES

NCA:

- NCA Country Office will facilitate the consultant access to the national partners.
- NCA will provide the consultant with relevant NCA internal policies.
- NCA HO and CO will provide feedback to the deliverables mentioned earlier within 5 working days during the inception and collection of data, and within 5 working days for the final report.
- NCA will cover the consultancy fees.

Consultant:

- The consultant will be responsible to abide by the set ToR objectives and deliverables.
- The consultant shall bear all costs associated with the preparation and submission of the proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.
- To become familiar with, and abide by relevant NCA policies.
- The consultant shall have all needed legal requirements to operate in country.
- The consultant shall identify key stakeholders and duty bearers to inform the study and collect primary data.

5. QUALIFICATION REQUIREMENTS

- Advanced knowledge and experience in TiP.
- Proven capacity of data collection and data analysis.
- A minimum of 5-year experience in conducting relevant assessments, and proven knowledge of protection, GBV and TiP.
- Applicant to share three sample needs assessment reports from previous assignments.

- Applicant to share three relevant references from previous assignments.
- Proven familiarity with the culture of the focus population and an in-depth experience of the Lebanese context.
- Expertise in digital data collection, information management, analysis, and presentation, including data security.
- Fluency or working knowledge of Arabic is necessary.
- Fluency in English.
- Legal presence in Lebanon with ability to safely access different geographic locations.
- Specified name and location of registered bank account

Note that NCA will conduct a vetting process to the selected company/consultant, including all staff and any external partners and collaborators, according to international donor requirements.