



*Empowered lives.  
Resilient nations.*

## **Terms of Reference TOR**

### **Engaging a National NGO as Responsible Party for the assignment of “Empowering of Mechanisms for Social Stability in Tripoli, Lebanon”**

**Project name:** Peace building in Lebanon, Phase 3  
**Project ID:** 00088560  
**Type of Contract:** **Responsible Party Agreement**

#### **1. BACKGROUND**

Since 2006, UNDP and through its Peace Building in Lebanon project, has been working on addressing the underlying causes of conflict in Lebanon and sought to create “safe spaces” for local identity groups to discuss their concerns openly.

Since 2013, the project has been acting as a reference point for addressing the new challenges to civil peace in Lebanon caused by the high influx of Syrian refugees, being positioned as key actor in the Lebanon Response to the Impact of the Syrian crisis on social stability. The project has used its already existing strong networks with a wide range of stakeholders in this regard and built excellent new ones with the Syrian counterparts. Partnerships with key national counterparts were also built mainly with the Ministry of Education and Higher Education, the Ministry of Interior and Municipalities, the Ministry of Information and the Ministry of Social Affairs (MoSA).

In Tripoli, the project worked in 2017 a process of establishing Mechanisms for Social Stability and Social Cohesion. The Mechanisms aimed to prevent or reduce tensions between different elements of the local communities. Three MSSs were developed and implemented based on the conflict analysis report and consultations with local partners including the MoSA Social Development Centers (SDC) staff and the Municipality of Tripoli among other key stakeholders. These mechanisms are as follows:

- MSS1: The establishment of the Group “Al Harake Barake” - a joint (Sunni/Alawite) committee of representatives from the disabled individuals from Tripoli clashes. Several capacity building sessions were provided to the members to set their internal objective and their demands. Also, sessions on internal dynamics and communication skills were provided. As a result, communication material such as a brochure, a video and infographic on the movement were produced.
- MSS2: Creating a local Playback Theater troupe called SADA formed of local youth residents in deprived areas in Tripoli (Sunni/Alawite/Christian, Lebanese/Syrian/ Palestinian). The group was trained on playback theatre technique over few months, and then they were supported to perform in the city.

- MSS3: Hosting the first local Female Pioneers from Tripoli workshop engaging active women from the public, private, and NGO sectors.

A group of active women and NGOs working on women issues was gathered to form a platform for women leaders from Tripoli. Several preparatory sessions lead to the organization of a workshop during which a platform was formed and participants agreed on a workplan stressing on the role of women in Tripoli in development and peace building.

## **2. OBJECTIVES**

The overall objective is to engage a local NGO as Responsible Party to further empower the 3 Groups in Tripoli in order to better develop their capacities, implement their activities and ensure their sustainability.

## **3. SCOPE OF WORK and EXPECTED OUTPUTS and RESULTS**

The Responsible Party is required to provide technical and functional support to continue (1) building the capacities of each group; (2) supporting the 3 groups in the preparation and implementation of activities and (3) sustaining the 3 groups through achieving the following activities (but not be limited to) for each output:

### **Output 1: Group of injured and disabled “AL Harake Barake”:**

- Support the “Group” in facilitating of few sessions with the local stakeholders to agree on the shape of productive developmental projects as highlighted by the DG of the MOSA;
- Continuous meetings with MOSA staff at SDC to follow up on other services delivered by Ministry of Social Affairs and to strengthening the link between the “Group” and MOSA;
- Support the “Group” in getting employability chance within the Municipality of Tripoli and in private sectors;
- Continuous psychosocial support within the “Group”;
- Continuous support the “Group” in raising the awareness on their needs and advocacy on their activities in both traditional and social media to show the needs of this vulnerable section of the community.

### **Output 2: Group of youth- SADA playback theatre:**

- Support the group to perform different shows in different areas around the North and Lebanon;
- Conducting workshop that will cover the basic skills set for playback theater and creating a Red Thread of the performance which will help the “Group” to build better conductors and group leaders so that they can deliver more effective and powerful Playback Theater performance;
- Conducting advance skill workshop that will help the “Group” in enhance the quality of Playback performances that make sure it will protect the audience in their process of social transformation;
- Essence of the story workshop that will help performers listen to these stories more deeply and respond to them authentically with improvisational skills.

### **Output 3: Female Entrepreneurs from Tripoli:**

Based on the 2017 results of working with the women group, the Responsible Party will conduct periodic meetings to share updates on challenges facing women in the city of Tripoli, to highlight the solutions or programmes that can be done jointly or in coordination with other female entrepreneurs in order to set up ongoing and sustainable mechanisms.

## **4. DURATION OF ASSIGNMENT**

The overall timeframe of the works is 9 months. The start date for carrying out the works is immediate after Responsible Party Agreement signature. The overall term of execution of the works is until February 2019.

| <b>Outputs</b>  | <b>Target date of completion from Contract signature</b> | <b>Approval</b> |
|---|--|-----------------|
| Submit a revised workplan   | 1 week   | Project Manager |
| Submit a first report on the capacity building phase  | within 4 months  | Project Manager |
| Submit the final report on the capacity building and the implementation of activities by the groups | within 9 months  | Project Manager |

## **5. INSTITUTIONAL ARRANGEMENT**

The Responsible party selected will coordinate closely with the Project Manager and the project team.

### ***Roles and Responsibilities of the Engaged Responsible Party:***

- Allocate the proper and needed skilled personnel to carry out the project's outputs;
- Responsible of all logistics related to the completion of this assignment including Remuneration of Staff / Trainers / Experts / cost of equipment to be procured, installation and maintenance fees of different equipment; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.;
- Ensure proper reach out to beneficiaries;
- Implement and constantly monitor the activities;
- Provide required and comprehensive reports on a timely manner (focusing as well on the impact).

### ***Role of UNDP***

- Provide field coordination support through the Local Level Field Assistant and the Local Peace Building Coordinator;
- Follow up, monitor and evaluate the progress of implementing the different activities, ensure their smooth implementation and manage potential risks;
- Approve progress reports;
- Ensure Quality assurance.

## 6. REQUIRED QUALIFICATIONS

Interested NGOs must have the following minimum qualifications:

### Experience:

- Minimum 5 years of relevant experience in implementing and monitoring Social Stability projects or relevant activities;
- Proven experience in supporting local community through building capacities;
- Proven experience in coaching and training;
- Previous cooperation with international UN organizations and / or international NGOs;
- Extensive experience working in Tripoli and extensive knowledge of Tripoli context.

### Resources:

- Availability of a focal point, facilitators and qualified support staff to coordinate with the Groups and facilitate the implementation and monitoring of the activities;
- Research capacity to conduct reporting on the outcomes of the process;
- Ability to mobilize local communities and organize events in areas of implementation.

## 7. REQUIRED DOCUMENTS TO SUBMIT

Interested NGO (s) are requested to submit the following documents:

- 1- Proposed methodology, workplan and budget breakdown in accordance with Annex 3;
- 2- Simplified Capacity Assessment (SCAN) in accordance with Annex 2;
- 3- Supporting documents requested in the Simplified Capacity Assessment (SCAN).

## 8. BUDGET

UNDP is allocating an all-inclusive<sup>1</sup> total budget of USD 80,000 for this assignment distributed as follows:

MSS1: Group of disabled: USD 45,000

MSS2: SADA group: USD 20,000

MSS3: Group of young women: USD 5,000

Management fees: USD 10,000

*NGOs wishing to apply shall detail in their proposal the allocation of budget per task (as listed in the scope of works) as well as all additional fees.*

*Budget allocation would include for example the Staff / Facilitators / Trainers / Experts / Volunteers fees; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.*

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<sup>1</sup> Budget allocation would include, for example, but to be limited to: Remuneration of Staff / Trainers / Experts / cost of equipment to be procured, installation and maintenance fees of different equipment; all materials and tools required for activities completion; all logistical fees for trainings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances; etc.

## **9. TERMS OF PAYMENT**

Payment will proceed as following:

- 20% of the contract amount upon receiving the revised workplan; receiving the invoice and UNDP acceptance.
- 20% of the contract amount upon receiving the final capacity building tool (including schedule); receiving the invoice and UNDP acceptance.
- 40% of the contract amount upon completion of the capacity building; receiving the invoice and UNDP acceptance.
- 20% of the contract amount upon completion of all activities, receiving the invoice and UNDP acceptance.

## **10. ANNEXES**

Annex 2: Simplified Capacity Assessment (SCAN) template.

Annex 3: Proposal template.