

DRC
Terms of Reference
(TOR)
For
***Research on diaspora engagement in economic
recovery and job creation in North and Beqaa
areas of Lebanon***

1. Who is the Danish Refugee Council?

Founded in 1956, the Danish Refugee Council (DRC) is a leading international NGO and one of the few with a specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

In Lebanon DRC has been delivering humanitarian programming in response to various humanitarian crises since 2004, working with Palestinian, Iraqi and Syrian refugees, in addition to internally displaced Lebanese affected by the 2006 war, migrant domestic workers, vulnerable host Lebanese populations, in addition to those affected by the Beirut Port Explosion in 2020. DRC Lebanon's focus is to improve the living conditions of displacement-affected populations and contribute to the achievement of durable solutions.

To that end, DRC implements a multi-sectorial humanitarian response and is present across the country, particularly in vulnerable areas that are home to the highest concentrations of Syrian refugees. These areas include North Lebanon, Akkar Governorate, Central, West and North Beqaa, as well as Beirut and M. Lebanon in conjunction with local partners. DRC's response includes protection services such as psychosocial support and legal counselling, and economic recovery programming including skills training and career counselling and advocating for the improvement of a protective environment with the Lebanese government and civil society.

For further information about DRC, please refer to our web site: <https://drc.ngo/>

2. Purpose of the consultancy

The overall purpose of this consultancy is to establish the knowledgebase for development of a “Diaspora component” as part of DRCs endeavor to improving employment and livelihood opportunities in the Tripoli, Akaar, Bekaa (Ksarnaba) areas of Lebanon through engagement with existing or new diaspora business actors¹ and with relevant local / international stakeholders.

3. Background

Observations from DRC’s country and field operations around the globe, indicate that diaspora engagement in countries of origin, has far-reaching effects within a wide range of areas – including household and community resilience, conflict and peace, economic recovery, political engagement, etc.

DRC has, since 2010, operated a diaspora programme to strengthen the constructive aspects of diaspora engagement in former home countries. So far, focus has been on Somali, Afghan, Ukrainian, Ethiopian, and Syrian diaspora, and has included a funding mechanism, emergency response, business engagement/job creation, protection information, diaspora civil society mobilization, and advocacy.

Observing that approximately 24% of Lebanese citizens live outside of the country (1.3 of 5.5 million people)², not including those that have given up their Lebanese citizenship but who maintain regular contact and engagement with family and relatives, the engagement of Lebanese diaspora has for decades had a significant impact on the situation in Lebanon. This is even more significant in the current situation where access to foreign currency is essential for the survival of many people in Lebanon. In 2021 remittances from abroad amounted to 6.6 bn USD, or approximately 34.8% of the total BNP of the country.³

Although less supported by research, it is also assumed that the Syrian communities in Lebanon have their own links with Syrian relatives and communities, not just in Syria, but also in other parts of the world. It is furthermore assumed that these links are essential for resilience and survival of the Syrians in DRC’s target areas in Lebanon.

4. Objective of the consultancy

In view of the overall objective of the CHASE (Capable, Hopeful, Accepted, Safe, and Engaged Youth) project in Lebanon (self-reliance and economic empowerment), DRC has decided to include an explorative diaspora component to document impact and existing practices around diaspora economic engagement.

Under this, the consultant is required to:

- Assess /document the economic and job creation impact of ongoing diaspora economic engagement in DRC’s focus areas that are home to the highest concentrations of Syrian refugees, including North Lebanon, Akkar Governorate, Central, West and North Bekaa.

¹ The term “Diaspora business actors” covers all types of diaspora engagement in local business – from financial support provided by diaspora to relatives for setting up businesses, over actual investment / involvement by diaspora business people in local businesses, to diaspora philanthropy in support of job creation for youth in the target area.

² <https://www.levantx.com/series-source/a-codependent-economy-the-lebanese-diaspora-story>

³ <https://economics.creditlibanais.com/Article/210774#en>

- Describe existing types and modalities of diaspora economic engagement (from individual remittances in support of household consumption, to large scale business investments etc).
- Identify the main diaspora related stakeholders in Lebanon and abroad that can be leveraged to further support with job creation and self-employment among youth in the target area. Such stakeholders may include diaspora individuals, diaspora associations (abroad), charities established in the diaspora, chambers of commerce in Lebanon, authorities, etc.
- Describe the national/local political/administrative framework that shape diaspora economic engagement in the target area.
- Identify any general challenges for economic support from outside of Lebanon, mainly in relation to financial transfers

The findings from the research will be used to inform subsequent programming in addressing existing challenges to diaspora engagement and to further enhance positive impact of diaspora engagement within job creation and self-employment among youth in the target area and potentially also broader.

5. Scope of work and Methodology

Reflecting the above objectives, the consultant is - more specifically - required to deliver the following outputs.

- **Literature review:**
 - An overview of main points, conclusions and recommendations in existing relevant literature / legal framework for both Lebanese and Syrian diaspora business engagement in Lebanon, with a focus on the project target area.
- **Baseline mapping of diaspora economic engagement in the target area including:**
 - Types and number of businesses that have received diaspora investments or engaged in other types of collaboration/partnerships with diaspora over the past 3 years. This may include small businesses supported through diaspora remittances, businesses started and run remotely by diaspora, local businesses with diaspora investment, businesses with active diaspora partners, diaspora facilitating market access in the region or beyond, etc.
 - Approximate amounts invested by diaspora over the past 3 years (average per individual business and total per sector – if possible).
 - Approximate amounts going to the area as individual remittances in support of households’ basic needs.
 - Identify, map, and categorize existing diaspora business engagement models in the target area. Engagement models can range from small scale cash support from diaspora to family/relatives to set up businesses, personal investments in local business partners, to investing and moving to the area, etc. Diaspora philanthropic initiatives in support of local job creation can be included and described as a diaspora engagement model.
 - Assessment of number of positions that have been created through the different categories of diaspora engagement. This should include a breakdown of positions in terms of age, gender, and nationality.
- **Documentation for how selected engagement models work.**

Upon preliminary presentation of the engagement models identified during the baseline mapping, the most relevant engagement models should be selected in consultation with DRC Lebanon. Each selected engagement model should be described in detail around:

 - Who are the partners, and what is their relationship?

- Who took the initiative – what were the motives?
 - Choice of business sector
 - Collection of information for choice of sector, and market opportunities
 - Financing of the investment (savings, loans etc.), and cost sharing among partners
 - Regulation of internal collaboration and decision making (including on profit – sharing or reinvestment)
 - AoB
- **Identification of main challenges, lessons learned / best practices for each selected engagement model.**

For each of selected engagement model the consultant should:

- **Identify and describe the main common challenges** faced by diaspora while engaging in local businesses. Such challenges could among others relate to finance, regulatory restrictions/red tape, availability of information on local conditions, engagement with local business partners, or relatives around business start-up.
 - **Identify main challenges faced by local companies/entrepreneurs** in working with diaspora businesspeople.
 - For each engagement model, **document lessons learned and best practices** that were applied by diaspora actors and local companies to overcome the challenges. Such lessons learned and best practices will potentially serve to inspire others in the diaspora or among the local companies to engage.
 - Capture **diaspora actors’ recommendations** for the type of support needed to expand existing activities and to boost the level of diaspora engagement for job creation in the area.
 - **Identify prominent diaspora communities** that could be potential partners in expanding or starting up activities in the area.
- **Outline of the institutional framework within which diaspora business engagement takes place:**
- Document main policies and stakeholders that a potential diaspora business component by DRC would have to relate to.
 - Document active government initiatives and relevant authorities (central and local) that support/hinder diaspora economic engagement
 - Identify other initiatives that any DRC diaspora related activities should relate to.

General comments on methodology

As this research is largely exploratory with a mix of primary and secondary sources of information the overall methodology will generally be qualitative. Literature review and parts of the baseline mapping should draw on, and present existing quantitative data with a view to illustrate scale/impact of diaspora economic engagement. The consultant is not expected to do a quantitative survey or quantitative analysis.

The documentation of the selected engagement models should use a qualitative methodology based on:

- KIIs with relevant stakeholders (Syrian and Lebanese abroad and in Lebanon), including money transfer operators, chambers of commerce, business associations (among diaspora and in Lebanon), community leaders (abroad and Lebanon), diaspora business entrepreneurs

(diaspora and Lebanon), diaspora investors, business owners, senders and recipients of remittances who have used these productively, etc.

- FGDs starting from Syrian and Lebanese businesspeople (representatives from each identified business model), and then, with their help, snowballing towards the relevant diaspora informants abroad.

The number of KIIs and FGDs will depend on the number of business models that will be identified during the baseline mapping. The number of business models to further document through KIIs and FGDs will be determined jointly with DRC.

Informants should aim to include 50 % local stakeholders (both Syrian and Lebanese) and 50% diaspora stakeholders (Syrian and Lebanese).

6. Deliverables

The Consultant will submit the following deliverables as mentioned below:

Phase	Expected deliverables	Indicative description tasks	Maximum expected days
1	Inception report	For approval from DRC, before proceeding to subsequent deliverables	3
2	Literature review (Max 10 pages)	For discussion with and approval by DRC, before proceeding to subsequent deliverables	4
3	Baseline mapping (Max 10 pages)	Upon presentation of the baseline findings, the engagement models to be further described during next phase will be selected by the consultant and DRC in close coordination	8
4	Description of selected diaspora engagement models (Max 5 pages per model + transcripts from FGDs/KIIs illustrating the inner dynamics, challenges and best practices of each model)	Besides the detailed description of each engagement model, the transcripts (including contact details) will be valuable for subsequent engagement with stakeholders.	14
5	Outline of the institutional and legal framework for diaspora business engagement. (Max 5 pages)	As per relevant engagement models.	3
6	Preparation and holding of debriefing workshop for DRC		3

Phase	Expected deliverables	Indicative description tasks	Maximum expected days
7	Final report presenting data, analysis, conclusions and recommendations for DRC Lebanon programming. (Max. 10 pages)	Contents of the final report should be presented in a debriefing workshop before the report is written	5
8	Final presentation to DRC and potentially also to stakeholders		1
	Total days		41

The documentation should be delivered through email.

7. Duration, timeline, and payment

The total expected duration to complete the assignment will be no more than **41 working days**

The consultant shall be prepared to complete the assignment no later than **31. Jan. 2023**.

Timeline and Payment schedule:

Deliverables	Due Date	Approving Party	Associated Payment
Inception report	24. Nov 2022	DRC Lebanon	10%
Literature review and transcripts from literature review	08. Dec. 2022	DRC Lebanon	20%
Baseline mapping, description of engagement models (including transcripts from field data), legal framework, and first debriefing to DRC	17. Jan 2023	DRC Lebanon	30%
Analysis, report writing, and final presentation in Lebanon	31. Jan 2023	DRC Lebanon	40%

Payment will be divided into installments as per deliverable (Annex A.1)

8. Proposed Composition of Team

- Lead researcher
- Field research
- Business Analyst
- Etc.

9. Eligibility, qualification, and experience required

Essential:

- Extensive experience from research and documentation of private sector development – preferably in the Middle East.
- Track record of written publications on diaspora / private sector development / development / migration.
- Excellent analytical, interpersonal, communication and reporting skills.
- Strong communication skills (oral and written) in English.

Desirable:

- Experience from research and documentation of diaspora business engagement in private sector development.
- Command of Arabic.
- A good understanding of Lebanon's and Syria's cultural / economic context

Eligibility:

- The consultant has the authorization to conduct research in Lebanon

Qualification:

- Relevant academic background. Post-graduate university degree in social sciences / business development or another relevant
- Written Full proficiency in spoken and written English and Arabic.

10. Technical supervision

The selected consultant will work under the supervision of:

- *Senior Diaspora Advisor*
- *Head of Program in Lebanon*

11. Location and support

The consultant will be executing his/her tasks either at DRC office in Beirut or from home. This assignment is remote. The Consultant will provide her/his own computer and mobile telephone

12. Travel

The consultant might visit DRC offices in Beqaa and North when there are meetings with field staff. DRC will be responsible for managing the transportation from Beirut to the field and vice versa.

13. Submission process

Refer to the enclosed Invitation letter for more details about the tender submission and timing.

Evaluation of bids

Administrative

Refer to the enclosed Invitation letter for more details.

Technical

1-Lowest 10- Highest

Technical Criteria #	Technical Criteria	Points to be awarded	TOTAL weighting to be awarded
1	Bidder qualifications		40%
1.1	General experience of the consultant. Minimum 5 years	7	10%
1.2	Similar projects related to documentation of private sector development – preferably in the Middle East.	10	20%
1.3	Relevant degree, certifications, and or equivalent work experience of consultant/team.	7	10%
2	Proposed services (documented by the technical proposal)		40%
2.1	Content of the proposal suitable for the requirements	7	20%
2.2	Methodology of the research and meeting DRC timeline	10	20%
3	Interview		20%
3.1	Demonstrated technical capability to complete the consultancy services	10	20%

Financial

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

The service provider is required to submit a Financial Proposal in separate email “Annex A.2 Financial Proposal”.

- The Financial Proposal must provide a detailed cost breakdown in USD including consultant’s rate budget allowance, time and material, etc.
- Bidders must submit an overall firm-fixed price bid in USD.
- Invoicing and payment will be performed by bank transfer in USD.
- All costs will be fixed.

Only those shortlisted will be contacted for an interview with the panel to ensure their understanding of the consultancy services.