

Terms of Reference Individual Consultant (IC)

Job Title:	Individual Consultant to conduct a National Situational Analysis on Volunteerism for CCA update in Lebanon.
Report to:	Regional Integration Specialist ROAS
Duty station:	Home based in Lebanon, with periodic online meetings
Type of Contract:	Individual Contract IC- National IC
Language required:	Arabic and English
Duration of Assignment:	Aug 1 st to Oct 18 th , 2023 (Within a period of 56 days-12 weeks, 30 working days)

Requisition Number: UNDP-LBN-1002158

National or International consultant: National Consultant

Description of the assignment (Title of consultancy): Individual Consultant to conduct a National Situational Analysis on Volunteerism for CCA update in Lebanon.

Project Title: Volunteer Advisory Services VASS-Regional Integration Specialist ROAS

Period of assignment/services: Aug 1st to Oct 18th, 2023 (Within a period of 56 days-12 weeks, 30 working days)
Is this a LTA (yes/no): No

1. CONTEXT/BACKGROUND

The Quadrennial Comprehensive Policy Review (QCPR) recognizes that volunteerism can be a powerful and cross-cutting means of implementation of the 2030 Agenda for Sustainable Development and encourages the United Nations development system to support such efforts and promote a conducive environment for volunteerism and volunteers to enhance the sustainability of development results.

The Volunteer Advisory Services Section (VASS) contributes to positioning UNV as a knowledge and policy hub on volunteering for the Sustainable Development Goals (SDGs) by generating knowledge, consolidating evidence, and advocating with Member States and the UN system to integrate volunteerism into their policies and plans. Under current UNV SF 2022–2025, the Regional Office in Arab States in Amman has been engaging in the day-to-day relationship with the UNCTs in the region and supporting the efforts to integrate volunteerism into UNSDCFs and CCAs with the support of VASS.

Outcome 3 of the current SF promotes Member States and United Nations system efforts to integrate the SDGS into the 2030 Agenda, which involves the brokering of data, research, evidence, and knowledge on volunteerism for the SDGS. Integration efforts are targeted in this first year of SF on integration into voluntary national reviews, United Nations sustainable development frameworks, and UN country program documents, including CPDs. This is a process that must be followed at the global, regional, and national levels, involving key stakeholders, considering country contexts, and identifying windows of opportunity based on policy cycles.

UNV's State of the World's Volunteerism Report (2022) emphasizes the importance of citizen engagement and extending the reach of services to poor and excluded groups. Volunteerism facilitates

and supports people's engagement in planning, implementing, and monitoring the Sustainable Development Goals (SDGs). The recent UN reform and new Common Country Analysis (CCA) refer to the continuing analytical work that the United Nations system performs in program nations. The UN Sustainable Development Cooperation Framework (UNSDCF) is a strategic, medium-term results framework that describes the collective vision and response of the UN system to national development priorities and results based on normative programming principles. The CCA as input for UNSDCF needs to be revised at least once a year to reflect current or anticipated changes in the context of national development.

Volunteerism does not receive adequate attention and support in some of those analyses, and there are gaps in civic engagement, solidarity bottom-up efforts, evidence on mutual and community level networks, informal volunteering, VIO and CSO support, and advances in participation and mutual responsibility that are still difficult to measure. Volunteering could thus have a far greater impact if its full potential as a development accelerator, a social trust enabler that responds to complex, shifting characteristics in our countries, and is measured and integrated into these CCAs, was recognized. Lebanon produced his last [UNSDCF](#) in 2018, valid for 5 years; a new version is being produced for [UNSDCF 2023–2027](#), and the CCA should be updated in late 2023.

The UNCTs regularly update the Common Country Analysis (CCA) to address changes that impact the development landscape in a country, cross-border, sub-regional, or regional context; new data or information that has become available; legal, policy, and regulatory changes; and changes in multidimensional risks, opportunities, or types, numbers, and conditions of vulnerable and marginalized groups. UNV promotes evidence and evidence generation, as well as the gathering of volunteer efforts on the UN system at the national level.

Support of a qualitative and quantitative analysis expert is needed, to provide a comprehensive assessment of the volunteering situation in the country, including legal and regulatory frameworks, practical implementation, linkage to the Sustainable Development Goals (SDGs), positive developments and challenges, consultations, and data sources and indicators consulted. Gaining a deeper understanding of the enabling environment for volunteering in the country and for the UNV regional office will inform future initiatives to promote and support volunteerism within the UN and with key partners.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The objective of this consultancy is to provide a comprehensive assessment of the volunteering situation in the country, including legal and regulatory frameworks, practical implementation, linkage to the Sustainable Development Goals (SDGs), positive developments and challenges, consultations and data sources/indicators consulted. The aim is to gain a deeper understanding of the enabling environment for volunteering in the country and inform future initiatives to promote and support volunteerism, within UN and key partners.

The national situation analysis will be a key input for the CCA preparation and a state-art baseline for further analysis, planning, implementation of SDGs strategies and response under the 2030 agenda. UNV with other UN entities is willing to increase the recognition of the contributions of volunteering to the UN system, to development acceleration and national policymaking.

He/she will be expected to conduct the following assessment products:

1. National Situation Analysis (which includes from point 1 to 5) with following:

- Regulatory frameworks
 - Global regulatory environment; UN Resolutions on Volunteering and SDGs.
 - Sectoral/thematic strategies in relevant SDGs (prioritized with UN system and Gov.)
 - Volunteerism related legislation, policies: National thematic volunteering policies and

- strategies, organizations, and plans
 - National development plans or policies for SDG agenda acceleration
 - Practical Implementation & Linkage to SDGs: Functioning volunteer solutions, initiatives or programs including organizations and relationship with policy environment. At least 5 examples on volunteering work related to specific prioritized SDGs (1, 3,4,5,8,9, 10, 13, 16, 17)
 - Overall Brief Assessment:
 - Positive developments towards civic engagement and participation: showing overall impact of volunteering work (or relevant data for implementation and monitoring), comments on engagement of volunteers in the achievement of SDGs.
 - Challenges
 - Data sources Consulted: Data sources consulted can be diverse, and can include both non-academic sources (government documents, published VIO reports) and academic publications.
 - List of national indicators and information sources (National Time Use Survey, National Survey of Occupation and Employment, ILO information) on civic engagement, volunteering, and solidarity networks.
- 2. Consultations sessions to capture volunteer data and to validate the final document (workshop).**
- With final report with main findings of the consultations/workshops
 - Relevant data sets or surveys, focal groups or data collected (Collection of relevant sources that have been consulted for the NSA)
- 3. Draft analysis of a strategy on the national level to engage with the Volunteering ecosystem.**
- Including recommendations to engage with VIOs (red cross, public volunteering platform) and non-state (private foundations such as philanthropic foundations) and state stakeholders.
- 4. Draft texts for CCA and UNSDCF**
- Proposal or draft text boxes of key areas to be included on CCAs updates and to UNSDCF.

3. EXPECTED OUTPUTS AND DELIVERABLES

The following table describes the products and timelines for them. Consultant will submit to UNV VASS Regional Integration Specialist (RIS) for approval.

Deliverables/ Outputs	Target Due Dates	Estimated Working days	Lumpsum Payment %	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Preparation and submission of roadmap and draft content structure, documentation	August 2023	1	50	Regional Integration Specialist (RIS)
Receiving feedback and approval	August 2023	1		Regional Integration Specialist (RIS)
Desk Review, meetings, relevant data collection and preliminary analysis	August 2023	2		Regional Integration Specialist (RIS)
1. National situation Analysis NSA	September 2023	5		Regional Integration Specialist (RIS)
Submission of the first draft of the Analysis, to receive comments		Regional Integration Specialist (RIS)		

List of national indicators and information sources				Regional Integration Specialist (RIS)
Compilation of the Final Report (including comments)				Regional Integration Specialist (RIS)
Final draft presentation and relevant datasets				Regional Integration Specialist (RIS)
2. Consultation session to validate the NSA document (workshop).	September 2023	6		Regional Integration Specialist (RIS) and UNV RO/FU in Amman
Consultations with relevant UNV FU, UNCT, Gov. stakeholders met during the analysis) and included comments		8		Regional Integration Specialist (RIS) and UNV RO/FU in Amman
3. Draft analysis of a strategy on the national level to engage with the Volunteering ecosystem	October 2023	5	50	Regional Integration Specialist (RIS)
4. Draft texts for CCA and UNSDCF	September 2023	2		Regional Integration Specialist (RIS)
Total			100	

Consideration should be given to gathering comments on relevant parts after the zero draft and incorporating stakeholder comments and presenting the analysis in the form of a concise and analytical draft situation analysis report, a draft PowerPoint presentation, relevant datasets, including a reference to relevant data sources consulted.

4. **INSTITUTIONAL ARRANGEMENT**

The consultant will coordinate closely with the VASS integration specialist for each key output deliverable. VASS integration specialist will coordinate the feedback from UNV on the drafts provided as per workplan and provide overall guidance and supervision throughout the consultancy. Consultant is also expected to meet with other UN entities relevant focal points, as well with the RO/FU of UNV in Amman. Upon receipt of the feedback and comments on the draft situation analysis report from UNV, the Consultant will prepare the final report in English and submit it to RIS- UNV.

5. **DURATION OF THE WORK¹**

The assignment duration would be Aug 1st to Oct 18th, 2023 (Within a period of 56 days-12 weeks, 30 working days)

6. **DUTY STATION**

The work will be conducted online homebased with few onsite consultations and interviews in Beirut, Lebanon.

7. **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

6.1 Education:

Master's degree in economics, Political Science, Data Science and Statistics, Development or other Social Sciences, or closely related fields.

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

6.2 Experience:

- Minimum 3 years of experience research, information collection and analytical skills
- Preparation of academic/ professional reports and presentation of findings with infographics
- Ability to work independently.
- Previous experience with UNDP and other UN agencies, SDGs would be an asset.
- Volunteer involved Organizations or government volunteering authorities experience would be an asset.

6.3 Language Requirements:

- Fluency in Arabic and English is required.

6.4 Competencies:

Technical and behavioural competencies

- High competency of information analysis (qualitative and quantitative)
- Knowledge of the Sustainable Development Goals and the ability to apply them to strategic and/or practical situations.
- Ability to deliver results under the indicated timelines.
- Excellent verbal and communications skills.
- Ability to work effectively with diverse groups of people.
- Punctuality on deliverables.
- Initiative and risks calculation oriented and follows up regularly to drive successful implementation.
- Capacity to work under pressure, manage stress and adapt to rapidly evolving situations.

8. **SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table listed before on TOR point 3.

Payments will be based on work completed/ progress certified by Country Coordinator of UNV FU in coordination with Regional Integration Specialist. The consultant would need to attach a progress report/ field travel costs (receipts) if applicable, when requesting payment.

Tranche	Percentage of payment	Date
1 st Tranche (Deliverables 1, 4)	50% of the total contract amount	After submission and approval of deliverable
2 st Tranche (Deliverables 2, 3)	50% of the total contract amount	After submission and approval of deliverables

9. CRITERIA FOR SELECTION OF THE BEST OFFER

9.1 Evaluation Method and Criteria

This consultancy will be done through desk review, under the following criteria, no interviews expected for this product.

9.1.1 Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

9.1.2 Technical Criteria for Evaluation (Maximum 700 points)

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications: <ul style="list-style-type: none"> - No Bachelor's degree = Zero points - Bachelor's degree in gender studies, sociology, international relations, development studies or other field related social sciences = 35 points - Master's degree or above in economics, Political Science, Data Science and Statistics, Development or other Social Sciences, or closely related fields: 50 points 		50
<ul style="list-style-type: none"> - Criteria B: 2 years or more experience in research, information collection and analytical skills - Less than 2 years = Zero points - 2-3 years of relevant experience = 15 points - Above 3 years = 20 points 		20
Criteria C: 2 years of experience in preparation of academic/ professional reports and presentation of findings for development, SDGs, 2030 agenda, or relevant similar situation analysis, with relevant academic or civil society actors. <ul style="list-style-type: none"> - Less than 2 years of experience in SDGs= Zero - 2 years or more of field experience in implementing , SDGs, 2030 agenda, or relevant similar situation analysis = 10 points - 2 years or more of proven experience in researching and advocacy on development = 10 points 		20
Criteria D: Competencies <ul style="list-style-type: none"> - Proven experience working with UN agencies, Volunteer involved Organizations or government authorities.= 5 points - Excellent knowledge of English and Arabic = 5 points 		10
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

10. RECOMMENDED PRESENTATION OF OFFER

Documentation required:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit these documents, the application will not be considered.


- 1) **Letter of Interest:** Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP/UNV
- 2) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- 3)
- 4) **Financial Proposal** When the financial proposal is requested it should indicate the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per [template provided](#).


Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP/UNV.

11. APPROVAL

This TOR was Approved by:

DocuSigned by:

Signature Christian Hainzl
Name and Designation Christian Hainzl- UNV Regional Manager Arab States
Date of Signing: June 2023

DocuSigned by:

Signature Tapiwa Kamuruko
Name and Designation Tapiwa Kamuruko -VASS Team Lead a.i
Date of Signing: June 2023

UNDP is committed to achieving diversity within its workplace, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence and Qualified women are encouraged to apply.