



Near East Foundation

Near East Foundation - Lebanon

Request for Applications for Field Coordinator Consultant (Local Posting)

CONTRACT DATA

Period of Performance: September 2020 – December 2020

Location of Assignment: Beirut, Lebanon (with travel on site to: Burj Hammoud, Karantina, El Mdawar and Khandak Al Ghamik)

Background: For 100 years, the Near East Foundation (NEF) has worked to build more sustainable, prosperous, and inclusive communities in the Middle East, Caucasus, and Africa through education, governance, and economic development initiatives. Working through a network of country offices and local partners, NEF currently has approximately 250 staff members – almost all nationals – and programs in eight countries: Armenia, Jordan, Lebanon, Iraq, Mali, Morocco, Sudan, and Syria. Its programs are organized around three themes: Inclusive Economic Development, Climate Resilient Development, and Peacebuilding and Stabilization.

Assignment: NEF Lebanon is looking to select a consultant to coordinate NEF's rapid early recovery intervention in Beirut, whereby he/she will be consolidating the livelihoods needs assessment, reestablishing NEF's network in the area, liaising with NGOs and INGOs on early recovery and preparing the ground for NEF's early recovery intervention in the areas of Khandak Al Ghamik, El Mdawar, Karantina and Burj Hammoud. In consultation with the NEF team in Beirut and in collaboration with local partner organizations, the Field Coordinator will develop action plans and monitor project implementation at the field level. He/she will establish and maintain effective working relationships with local partner organizations and other stakeholders in the field.

Project Overview: NEF Beirut response will address the nexus of relief and early recovery efforts - supporting vulnerable and highly impacted skilled workers and small entrepreneurs restart activities and regain financial and operational stability, while also facilitating employment opportunities that connect skilled workers with vulnerable victims in their communities whose houses were damaged by blast and require repair or rebuilding.

Expected Outputs/Deliverables: Under the direct supervision of the Country Representative, and in coordination with the M&E Officer, the Field Coordinator will be required to deliver the following outputs:

- ❖ Prepare and guide NEF early recovery intervention in the areas of Khandak Al Ghamik, El Mdawar, Karantina and Burj Hammoud.
- ❖ Conduct a stakeholder analysis and mapping of services in the selected areas.
- ❖ Coordinate a holistic livelihood/market assessment in the above mentioned areas with relevant external consultants and stakeholders.
- ❖ Contribute to the project design (proposal and budget).
- ❖ Establish the partnership agreement(s) with NEF's potential local partner(s) according to the proposed project.
- ❖ Coordinate and evaluate activities of the program and the field work.
- ❖ Contribute to establishing and implementing the operational work plans by mapping monthly and weekly activities, assigning tasks to staff and setting clear targets.
- ❖ Participate in early recovery working group and other relevant established working groups.
- ❖ Establish a network and collaborate with relevant partners and stakeholders.



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- ❖ Provide daily and weekly report on the overall humanitarian situation in the above-mentioned areas.
- ❖ Any other duties relating to the nature of the job as requested by the supervisor.

Deadlines:

- ❖ Contractual Starting Date: September 1, 2020
- ❖ Contractual End Date: December 30, 2020
- ❖ Submission of detailed work plan for deliverables: September 7, 2020 (deadline for different deliverables will be agreed on with the supervisor.)

NEF will be responsible for:

- ❖ Provision of project documents for contextual background.
- ❖ Provision of documents to introduce systems and standard operating procedures.
- ❖ Provision of curriculum and materials including PPTs, handouts, booklets etc.
- ❖ Logistics and transportation for the days of field work when applicable.
- ❖ Office space, and access to office equipment (except for laptop and phone as the consultant is expected to use his/her own).

Skills, experience and qualifications required:

- ❖ University degree in relevant field.
- ❖ Proven capability and experience in conducting such assignments.
- ❖ A clear vision on how to approach stakeholders and be able to build trust and rapport with them and the communities being profiled.
- ❖ Previous experience in the livelihoods and protection sectors in Lebanon.
- ❖ Minimum of 5 years' experience at national or international level in the following fields: monitoring and evaluation plan, project development, stakeholder analysis, project management and livelihood.
- ❖ Familiarity with the Lebanon Crisis Response Plan.
- ❖ Familiarity with the socio-cultural context of Lebanon and the social, cultural, political and religious sensitivities relevant to the above-mentioned areas.
- ❖ Native Arabic speaker.
- ❖ Excellent writing and communication skills in Arabic and English.
- ❖ Availability and willingness to travel to various areas in Lebanon during weekdays.
- ❖ Ability to work under strict and demanding timelines.

Submission requirements:

Interested applicants should submit the following:

- ❖ Cover Letter indicating clearly how the opportunity fits in with applicant's skills and experience and highlighting the expected remuneration per month for the above-mentioned assignment.
- ❖ Up-to-date Curriculum Vitae(s).
- ❖ Two references.

Documents should be submitted by August 30, 2020:



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By email to: procurementlebanon@neareast.org with the subject line, "Field Coordinator Consultant".

Submissions received after the deadline will not be taken into consideration. Only shortlisted applicants will be contacted.

Applicants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.neareast.org.