

**Terms of References**

**Monitoring Assistant- consultancy contract**

Expertise France (EF) is the French public agency for international technical assistance. The agency provides partner countries with knowledge, skills and management expertise in:

* Democratic, economic, and financial governance,
* Stability, international security and peace,
* Sustainable development, climate and agriculture,
* Health and human development.

Expertise France designs and implements cooperation projects addressing skills transfers between professionals. The agency also develops integrated offers, assembling public and private expertise in order to respond to the partner countries' needs.

With a business volume of 192 million Euros, a portfolio of over 500 projects in 100 countries, and 63,000 days of expert missions every year, Expertise France promotes French and European development policy goals.

**Context**

The Middle East is currently experiencing a profound crisis. The conflicts in Syria and Iraq are both a reflection and a transmitter of this crisis, with growing potential to further destabilize neighboring countries and the wider region. These crises have resulted in a humanitarian disaster affecting more than 13.5 million people who were forced to flee their homes from Syria, and more than 17 million people in need of humanitarian aid (12.2 in Syria and 5.2 in Iraq).

Lebanon is now home to the largest number of Syrian refugees per capita relative to its total population, putting a severe strain on the country’s fragile infrastructures, economy, and security. The population of Lebanon was estimated at about 4.8 million (including almost half a million Palestinian refugees) in 2013. Even though Lebanon has not signed the 1951 Refugee Convention, up to date it has taken in about a fourth of its own population. According to UNHCR, in September 2016 about 1,017,433 persons from Syria were registered as refugees in Lebanon. In the Lebanon Crisis Response Plan 2017- 2020 (2018 update) (LCRP), the total number of people living in Lebanon is estimated at 5.9 million, with 3.3 million people in need. Among the Syrian refugee population in Lebanon, which today comprises over 1.5 million people.

**Stabilization and resilience background**

The “Stabilization and Resilience” unit runs 2 projects in Lebanon: QUDRA and SHABAKE.

1. **QUDRA**

’Qudra – Resilience for Syrian refugees, IDPs and host communities in response to the Syrian and Iraqi crises’ is a regional action financed by the EU Regional Trust Fund in Response to the Syrian Crisis, the Madad Fund and the German Federal Ministry for Economic Cooperation and Development (BMZ), seeking to strengthen the resilience of Syrian refugees, IDPs and host communities in response to the Syrian and Iraqi crises. The Programme launched in June 2016, has been jointly implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Expertise France (EF) and Spanish Agency for International Development (AECID) in Programme partner countries of Jordan, Lebanon, Turkey and North Iraq.

In Lebanon, Expertise France has been implementing QUDRA between 2016 and 2019. Now EF is going to implement QUDRA2, another 3-year program, with a continuation of activities, starting in September 2019. The project seeks to participate in the reinforcement of the protection system of the country by supporting MoSA, and improving the level of protection of refugees and host communities with the major components:

(i) local and national protection systems and service delivery capacities are strengthened, (ii) Protection measures for the self-development and wellbeing of marginalised children and adults are promoted.

Expertise France works within the framework of the LCRP and MoSA National Plan for Safeguarding women and children in close partnership with Ministry of Social Affairs (MoSA). The programme will be implemented in at least 12 SDCs of the MoSA. Expertise France will select in total 16 local NGOs as implementing partners, over 3 years, following a precise programme drafted by EF with MoSa.

1. **SHABAKE**

The SHABAKE project aims to strengthen the capacities of local NGO’s on the long run, to enable them to become key and resilient stakeholders of the Lebanese civil society. The project is funded by Agence Française de Développement (AFD), and the Denmark’s development cooperation (Danida), and is implemented by Expertise France.

The global objective of SHABAKE is to help local NGOs become lasting, key players in mitigating the effects of the Syrian crisis on Lebanon by a strong capacity building and a direct link with international donors.

Shabake has a 3 years long approach, and will be implement through three main component parts:

1. Strengthening assets, capacities, and skills of the local Lebanese NGOs selected for a grant award.
2. Implementation by each NGO of a crisis-response project to reduce vulnerabilities.
3. Improving the participation of NGO partners in the development-aid ecosystem.
4. Implementing recovery and livelihood projects through local NGO partners targeting the most vulnerable post the Beirut Port Explosions.

\* The Expertise France office in Lebanon currently implements 3 other projects, outside the scope of this position.

1. **Job Description/Assignment:**

Expertise France is looking to hire a temporary part-time Monitoring Assistant under a consultancy contract to support in the monitoring tasks of the Qudra II and Shabake projects.

10 days per month for a period of 6 months possibly extendable.

The Consultant will be responsible for delivering the tasks within the below defined scope of work in close collaboration with the M&E officer. The Monitoring Assistant consultant will work to support the Monitoring & Evaluation Officer in specific monitoring, follow-up, and data collection tasks.

This role is based in Beirut, within Expertise France premises.

Responsibility 1: **Follow up on M&E supporting documents.**

* Assist the M&E Officer in the monthly data collection of the monitoring tools and their supporting documents.
* Revision and verification of the submitted supporting documents.
* Identifying missing details and documents and raising any issues with the relevant staff.
* Write a monthly progress update on the partners’ submitted documents.
* Any other task relevant to the follow up on monitoring tools and supporting documents.

Responsibility 2: **Data Collection**.

* Plan and prepare for qualitative assessments with beneficiaries on the field or online.
* Administer qualitative tools on the field with beneficiaries if the situation allows (when data collection is due, if implementation of activities is ongoing on the field, data collection will take place on the field as well).
* Administer qualitative tools remotely (over the phone) with beneficiaries when implementation is happening remotely.
* Oversee partners’ data collection processes.
* Data entry and data cleaning.

1. **Technical Skills, Experience and Knowledge:**

**Education Level**

Relevant university degree in social science, political science, public health or any other relevant field.

**Qualifications**

* At least 1 year of relevant experience in a relevant field (humanitarian experience, research, monitoring and evaluation, etc.)
* Experience collecting quantitative and qualitative data from different stakeholders.
* Knowledge of the Lebanese civil society and the Lebanese aid ecosystem in general.
* Excellent computer skills: MS Windows and MS Office packages (Excel, Word, PowerPoint, Outlook).

**Personal Qualities**

* Fluency in English and Arabic (written and spoken). Excellent command in French is a plus.
* Good communication and reporting skills.
* Strong relationship skills and the ability to work effectively with local stakeholders.
* Proactive, results-oriented, and service-oriented.

**Languages**

* English and French are the working languages of Expertise France. For this consultancy fluency in English is required. Knowledge of French is desirable.

1. **application**

Please send your application to: [info-shabake@expertisefrance.fr](mailto:info-shabake@expertisefrance.fr)

The application must include:

* + CV
  + Daily rate Exc. VAT (to be specified in the application email and to include communication and transportation costs)
  + Ministry of finance fiscal number certificate

The deadline for application is **Friday, April 30th, 2020 at 17:00**

1. **Payment**

Monthly payment upon submitting a timesheet that needs to be validated by the M&E Officer and Programs Director.

Payment in USD fresh money

1. **Special Notice:**

While the temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Please note that due to the ongoing situation with COVID- 19 and the candidate may be required to start the assignment/ consultancy remotely until further notice.