

Local Development and Governance: Multiplying efforts to enhance and promote social cohesion and Stability

Terms of Reference

Senior Outreach Expert to outreach, scope and select local CBOs at the North Governorate of Lebanon

1. **Reference Organization:** Lebanese Foundation for Permanent Civil Peace (LFPCP)
2. **Background:**

In the framework of the Lebanese-German cooperation between the government of Lebanon and the government of Germany, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close cooperation with the Lebanese Ministry of Social Affairs (MoSA) is implementing the “Local Development Programme for Urban Areas in North Lebanon” (UDP_NL). The programme is commissioned by Federal Republic of Germany and co-financed by the European Union.

UDP_NL targets mainly youth and women in the North Lebanon Governorate (Tripoli, Al-Koura, Batroun, Bcharre, Zgharta and Minieh-Dannieh) through generating income opportunities, improving employability, rehabilitating and constructing public infrastructure and strengthening community exchange to contribute to social stability.

Under UDP_NL, module 3 “youth openness and social cohesion” which aims at strengthening community exchange to contribute to social stability, Local Development and Governance: Multiplying efforts to enhance and promote social cohesion and Stability is a Project Implemented by the Lebanese Foundation for Permanent Civil Peace (LFPCP).

The project aims to Support and advocate for transformation of conflict dynamics and enhancing social cohesion by building and developing the capacities of the local organizations. As well as supporting the local organizations to develop and implement their own initiatives in order to mitigate tensions and enhance social cohesion.

The project provides technical assistance to provide CBOs in the north of Lebanon with adequate and qualified expertise and assistance to strengthen their capacities and to enhance social cohesion.

3. Objective and scope of work

LFPCP is seeking a short-term technical assistance (STTA) expert to provide and conduct a rapid outreach process for local CBOs and groups in the different districts (Qada) of North Governorate of Lebanon through multiple outreach tools.

The consultant / expert will work hand-in-hand with LFPCP team and in consultation with and under the supervision and direction of LFPCP's Project Director.

A number up of 20-30 CBOs *with ongoing activities* (at least 4 from each district and from different sectors, e.g. social cohesion, community engagement, sports, arts & culture etc.) will be identified to participate in the capacity building programme, as foreseen in activity 2 of the project.

The selection criteria may include but not limited:

- a) Limited capacity/lack of structure, e.g. grassroots organization
- b) Young organization (founded recently)
- c) Targeting youth
- d) (Optional) non-registered but committed group with track record of successfully implementing projects or conducting activities.

4. Tasks to be performed:

The tasks to be performed and scope of work for the CBOs outreach and selection exercise will involve, but is not limited to, the following activities:

Task 1: Conduct a desk review with relevant documentation on the active CBOs that are working in the target area and classify them depending on their legal status.

This documentation may include:

- CBOs / NGOs that are registered and work in the North of Lebanon Governorate. Especially the youth CBOs
- The start-up groups that are not registered yet as an NGO / CBO but committed group with proven track record of work in the North of Lebanon Governorate
- Articles and reports about CBOs / NGOs and their work in North Lebanon
- Any other relevant reports or documents

Task 2: Design appropriate tools to guide data collection. These may include, but are not limited to:

- Prepare an online call for applicants and disseminate it
- Prepare posters/flyers to be deployed online at the social media channels, websites and other channels if possible
- Other appropriate tools

Task 3: Conduct key informant interviews (KIIs) with the local CBOs in North Governorate for data collection purposes. The interviews and meetings with key contact persons at the CBOs, including but not limited to:

- CSOs/CBOs working in the north of Lebanon governorate
- CBO's chairmen
- Primary contact persons at the CBO
- networks/international donors for referrals to relevant CBOs
- others

Task 4: Prepare, design and develop a matrix with detailed information on CBOs with their contact details, geographical operational areas, governance, management and resource structures, and related information.

This matrix shall include:

- matrix table of at least 50 active CBOs organizations working in North Governorate Lebanon, including:
- Full name of each CBO
- Contact information of the CBO and/or focal point (telephone number, mailing address, email address, and website, if available)
- The "Qada" community / district that the CBO serves
- Name of the primary contact person within the CBO
- Areas of work of the CBO (e.g. social cohesion, youth activities, community services, humanitarian aid, child care, support to vulnerable groups, etc.)
- General description of the institutional capacity of each CBO (number of staff, number of branch locations, amount of funding and projects, if available), as well as categorization of the CBO according to size and institutional capacity: small, medium, large
- Recommendation on the 30 most eligible CBOs
- Conduct an analysis of the data collected and use it to prepare a final report

Task 5: Presentation of the findings at the end of the mission. The expert will provide a presentation that describes the all over mission including the methods used, key findings and results and recommendations.

Task 6: To conduct any additional relevant tasks as required to reach the objective.

5. Expected Deliverables:

This STTA assignment is expected to generate the following written deliverables *in English language*:

- Final Report of the CBOs outreach and selection exercise shall include, but not limited to, the following:
- Executive Summary
- Methodology and tools used
- Summary of meetings and consultations conducted
- A matrix table of at least 50 active and legal CBO organizations working in North Governorate Lebanon (except Akkar) as outlined in task 4.
- Key Findings and Results
- Issues and Recommendations
- Conclusions
- Power point presentation that describes the all over mission including the methods used, key findings and results and recommendations.

6. Timeframe

The assignment should be concluded as soon as possible and before the end of May 2020.

7. Required Qualifications

- Proficiency in English and Arabic language
- In-depth knowledge of the assignments context (in terms of the area and existing organizations)
- Experienced in data collection, analysis, and presentation
- Excellent reporting skills

8. Submission:

The interested candidates shall send their proposals including the financial proposal to this email: info@lfpcp.org.

The deadline of submission of the proposal is May 1, 2020 at 5:00 pm.

Only shortlisted candidates will be contacted.