



Near East Foundation - Lebanon Request for Applications for Sustainability Consultant (Local Posting)

CONTRACT DATA

Period of Performance: May 2020 – June 2020

Location of Assignment: Beirut Lebanon (with Travel to Project Sites Berqayel, Halba, Taanayel)

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 nine countries: Armenia, Jordan, Lebanon, Mali, Morocco, Palestine, Senegal, Sudan, and Syria. Its programs are organized around three themes: Peacebuilding through Economic Cooperation, Climate-resilient Agriculture, and Microenterprise Development.

Project Overview: The 2-year project, implemented in 3 areas: Taanayel, Berqayel and Halba, aims to reduce household economic vulnerability and reliance on harmful coping strategies by increasing access & knowledge to livelihoods and protection information and providing business skills on how to start and manage income generating activities.

Assignment: NEF Lebanon office is looking to select a consultant to create a strategy and a comprehensive sustainability plan for the Siraj Centers across Taanayel, Berqayel and Halba including the Livelihood and protection services provided within these centers that will be used as guidance for the “*Reducing Vulnerability of Syrian Refugees and Lebanese in Lebanon III- Year 2*” project staff and key stakeholders to map the long-term sustainability.

Expected Outputs/Deliverables: Under the supervision of the Country Representative, and with support from the Senior Project Coordinator and M&E Officer, the Consultant will be required to deliver the following outputs:

- ❖ The sustainability plan will be developed using a combination of contextual analysis, research on best practices, and focus groups, interviews and surveys with target populations. The process of developing the plan should be participatory, prioritizing input from the project staff, partner organizations and beneficiaries while also including feedback from the other key stakeholders.
- ❖ The plan will include monitoring and evaluation elements, which will be used in the third cycle of the project plan and logical framework. The plan should include means for collecting lessons learned from the first two cycles of the project as well as feedback from the project staff, partner organization beneficiaries, and key stakeholders.
- ❖ *Submit a Preliminary Sustainability Plan:* A preliminary sustainability plan will be developed by the Consultant and provided to the project focal points for review prior to the start of the field work.
- ❖ *Submit a Final Sustainability Plan:* The Consultant will use feedback from project focal points and other key stakeholders to develop the final sustainability plan for the Siraj Centers across Taanayel, Berqayel and Halba including the Livelihood and protection services provided within these centers.



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Deadlines:

- ❖ Contractual Starting Date May 4, 2020
- ❖ Consultant Inception Report May 11, 2020
- ❖ Deadline for data collection phase: June 1, 2020
- ❖ Deadline for the draft report: June 10, 2020
- ❖ Deadline for the presentation/debriefing of the draft report: June 15, 2020
- ❖ Deadline for the final deliverables: June 29, 2020

Tasks will require the following: In order to complete this assignment, it is envisioned that the consultant will undertake the following actions:

- ❖ Reviewing relevant project materials such as proposal, SoPs, available databases (including Vulnerability Assessments, Business Development Trainings, Vocational Trainings, Capacity Building, Coaching and Networking), workflow charts, training materials and curriculums, quarterly reports and the first-year evaluation report;
- ❖ Conducting one-on-one meetings/surveys with project staff;
- ❖ Engage NEF's implementing partners and other identified stakeholders in field sites;
- ❖ Conduct Focus Group Discussions and Interviews in field sites with project stakeholders.

NEF will be responsible for:

- ❖ Provision of project documents for contextual background; proposal, SoPs, available databases (including Vulnerability Assessments, Business Development Trainings, Vocational Trainings, Capacity Building, Coaching and Networking), workflow charts, training materials and curriculums, quarterly reports and the first-year evaluation report;
- ❖ 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 (with the exception of laptop and phone which 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;
- ❖ Should have a clear vision for how to approach subjects and be able to build a trust and rapport with the subjects and communities being profiled;
- ❖ Experience in the livelihoods and protection sectors in Lebanon, and in evaluating related programs in these sectors;
- ❖ Minimum of 5 years' experience at national or international level in the following fields: monitoring and evaluation plan, the developments project strategies, sustainability plans, human resources development, employment, employers' organizations and project management;
- ❖ Familiarity with the Lebanon Crisis Response Plan, as it pertains to Livelihoods, and Protection sectors in particular;



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- ❖ Familiarity with the socio-cultural context of Middle East and the social, cultural, political and religious sensitivities relevant to the Syria crisis;
- ❖ Native Arabic speaker;
- ❖ Excellent writing and communication skills in Arabic and English;
- ❖ Availability and willingness to travel to various areas in Lebanon during weekdays; and,
- ❖ 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;
- ❖ Up-to-date Curriculum Vitae(s);
- ❖ Technical proposal (including understanding and comments on the ToRs, methodology, approach, workplan including number of days at each step and with clear timeframe for each activity under workplan and deliverable, and if relevant, details on team composition and organization)
- ❖ Financial proposal (inclusive of VAT). NEF will provide transportation from Beirut to field sites and return.
- ❖ Previous studies for similar assignments where applicant was the sole or lead consultant and author of the work.
- ❖ Two references.

Documents should be submitted by 30 March 2020:

By email to: procurementlebanon@neareast.org with a subject line, "Sustainability 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.