

TERMS OF REFERENCE

Labour and Market Assessment

HI Lebanon

1. CONTEXT

Humanity & Inclusion, formerly *Handicap International* (HI), is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. Since the organisation was first founded in 1982, we have worked in 62 countries in support to development effort or in response to emergencies. As of today, we have a budget of around 150 million euros, with 3500 employees worldwide. Humanity & Inclusion mission is:

“Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.”

HI has been working in **Lebanon since 1992** in the Palestinian refugee camps and clusters (rehabilitation and promoting the rights of people with disabilities, and mental health work). The association has since continued to provide emergency assistance in the crises that have rocked the country and region. This includes supporting people with disabilities campaigning for their rights (national level) and provide emergency care services (North of Lebanon and Bekka), carrying out mine clearance operations in the north, providing psychological and psychosocial support to Palestinian refugee children and supports the inclusion of children with disability at school in the country. HI has also been able to be part of the first responder to the Beirut blast of august 4th 2020 providing medical supplies (first aid kits), emergency rehabilitation and first psychological aid.

Today, the organization would like to develop its current activities in **response to the current socio-economic crisis in central Bekaa**. HI has started to collect information to inform its response strategy focusing on basic needs and livelihoods. The strategy to be developed will be in line with HI global strategy and framework building on HI capacity and areas of expertise at national and international level. This includes having at the core of the response **direct support to vulnerable population disregard of their nationalities (Lebanese, Syrians, etc.) and inclusive of all Gender, Age and Disability (GAD)**. A rapid assessment to identify the needs of vulnerable population is on-going, which will help to have a first overview of the needs, gaps and operational constraints in the area. Following this assessment, HI would like to conduct a rapid livelihoods and market study, hereafter referred as **Labour and Market Assessment (LMA)**, which will serve as a basis to identify suitable livelihoods opportunities for vulnerable population and inform HI Lebanon's strategy in response to the socio-economic crisis in central Bekaa.

HI is, therefore, looking for **an experienced consultant** (individual) to conduct a **Labour Market Assessment** in central Bekaa, starting October 1st till October 31st 2020 for 20 consultancy days.

HI is engaged in an employment policy in favour of workers with disabilities and other marginalised groups

For further information about the organisation visit our website:

www.hi.org

2. DESCRIPTION OF THE EXPECTED SERVICE

Objectives of the consultancy

The objective of this consultancy is to:

“Provide the organization with the information and analysis of current and future livelihoods opportunities for vulnerable population based on a Labour and Market Assessment to support the development of HI’s strategy in response to the socio-economic crisis in central Bekaa.”

Specifically, **The Labour and Market Assessment** is expected to:

1. Understand:

- 1.1. The broader market environment, how it has been affected by the numerous layered crisis currently facing Lebanon (Economic, social, health/COVID-19, etc), and how it might evolve at national and local level (offer and demand). This includes understanding of businesses (suppliers, producers, retailers) and different sectors current challenges and opportunities and how they coped with the crisis. It will have a particular focus on value chains of essential goods and services¹ for the vulnerable population;
- 1.2. Ways in which people earn an income², how it was affected by the crisis and which changes they have made or plan in their livelihoods strategy to face the current crisis using as a reference the DFID Sustainable Livelihoods Framework of DFID. This includes an analysis of the main sources of income for the population per type of income (employment, daily workers, IGA, remittance, etc.), per socio-economic profile (vulnerability, nationalities, age, gender, disability), and per sector (agriculture, Craft, quarry, food, services, etc.). This includes the current barriers to access income opportunities for vulnerable population per vulnerability type and with consideration of DGA (disability, Gender, Age) intersectionality;
- 1.3. The current existing services in support to markets or livelihoods from the civil society, NGOs but also from the private and public sectors (TVET centers, microfinance, etc.).

2. Identify:

- 2.1. Potential market sectors and/or value chains/clusters with high potential to create safe, decent and sustainable income opportunities, as well as contributing to improve supply or/and production of essential goods and services for the local population (local economy). It will also identify potential gaps and barriers for their development;

¹ Here we want to focus on essentials goods and services VC that are used by vulnerable population. For instance, we will be more interested in the issue of supply of essential food consumed by vulnerable population.

² Including coping strategies adopted against partial or total loss of income following the crisis.

- 2.2. Means and services needed to address gaps and barriers to improve access to safe, decent and sustainable sources of income opportunities³, as well as improve access to essential goods and services from an individual/households and market perspective;
- 2.3. Potential activities and/or partnerships for an organization such as HI to support the livelihoods of vulnerable population and contribute to enhancing resilience of the local economy.

Services requested

The LMA will take a qualitative approach and will therefore not require the collection of quantitative data (survey). However, it will include:

1. Desk review (Secondary data): the consultant will review existing resources to identify trends and macro-data to feed into the analysis as well as resources from other actors under livelihoods sector in Lebanon, which will help identify good practices and approaches;
2. Data collection (Primary data): the consultant will use a mix of key informant interviews, focus group discussions and market observations in order to answer the evaluation questions outlined above. The methodology for primary data collection will be defined by the consultant and HI focal point at the inception phase based on available resources and capacity.

Deliverables

1. A brief inception report (maximum 5 pages), which details the consultant's understanding of the work and context, methodology and includes a concrete action plan for delivering the outputs and proposed structure for the final report.
2. After the desk review, a short preliminary findings brief
3. A short preliminary findings brief that will be validated before the development of the final report (maximum 5 pages);
4. A first draft final report which clearly and presents the findings and detail actionable recommendations (maximum 20 pages).
5. A final report taking into account the feedback provided by HI with the different tools and processes used for this study (maximum 20 pages).

3. CONSULTANT'S PROFILE

Experience and technical competencies:

- A demonstrable extensive experience in business and market assessments;
- Knowledge of formal and informal economy and markets of Lebanon is required, and of central Bekaa is highly advantageous;
- Knowledge of the humanitarian sector and NGOs work in Lebanon;
- Capacity to travel to Central Bekaa and ability to work under challenging circumstances;
- Ability to produce high quality analytical material in English.

Education:

- Post graduate degree in development, economics, business, marketing and/or related discipline;

Languages:

³ As far as possible, for the identified markets/value chains at point 2.1, the consultant should provide key elements of "reference business plans" suitable for the situation of households at point 1.2.

- Fluency in English is compulsory.
- Proficiency in Arabic is also essential; otherwise the consultant must hire a translator.

4. DURATION AND PLACE OF PERFORMANCE OF THE SERVICE

- Start date: 1st October 2020
- End date: 31st October 2020
- Suggested schedule (to be revised based on the consultant proposal):

Tasks	# of days	Deadline
INCEPTION (2 days)		
Inception report and methodology	2	October 5 th 2020
PHASE II (12 days)		
Desk review	5	October 22 nd 2020
Field data collection	7	October 22 nd 2020
FINAL (6 days)		
First draft of report	3	October 25 th 2020
Final presentation	1	October 28 th 2020
Final report	2	November 5 th 2020
TOTAL	20 days	

- Place of performance: **Lebanon, central Bekaa**

5. WORK PLAN

- Based on the proposed schedule included in these Terms of Reference, the consultant should establish a work plan for the completion of the service
- The work plan should give a clear description of how the consultant intends to approach the activities necessary to the service's completion
- The plan should indicate the rate of progress and/or level of completion of the service, including criteria and indicators for checking that it is proceeding as planned.

6. REPORT

The consultant will produce a final detailed report in English, addressing the objective of the consultancy and covering all its expectations (section 2, points 1.1, 1.2, 1.3, 2.1, 2.2, 2.3) by 5th November 2020 (date to be revised based on the consultant proposal).

7. CONTACT PERSON

During the performance of the service, the consultant will be required to work in liaison with Humanity & Inclusion's teams, and notably with Caroline Duconseille, Country Manager, who will be his/her contact person and Lorenzo Villa, Regional Technical Unit Manager.

8. APPLICATION PROCESS

Interested applicants who meet the required qualifications and experience are invited to submit their expression of interest which includes the following documents:

- CV(s) with details of qualifications and details of three professional referees.
- Technical proposal (maximum 5 pages) that summarises understanding of the advertisement and clarify the applicant's propose methodology to meet the Labour and Market Assessment's expectations (section 2, points 1.1, 1.2, 1.3, 2.1, 2.2, 2.3) including the envisioned work plan.
- Financial proposal providing cost estimates of daily consultancy fees; daily fees will take into account of the transportation costs (international flight, local transport) to the consultancy site, accommodation in Lebanon, eventual visa fee, the hiring of a translator (which is mandatory if the consultant is not fluent in Arabic), and the insurances the consultant need to subscribe⁴.
- Previous published work (studies, assessments, reports, etc.) relevant to this advertisement;

Deadline to submit the expression of interest is **September 27th 2020** by email at:
tenders@lebanon.hi.org

⁴ HI requests consultant to prove they are covered by the following insurances: medical (including repatriation), third party liability.