

**Terms of reference (ToR) Consultant to work on**  
**Strategies to Sustain the legal task force Work – Sustainability and Organizational Strategy**

**1. General Information**

Expertise France (EF) is a public agency created on 1<sup>st</sup> January 2015 and merging 6 French public agencies under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers programme engineering and technical assistance by developing and implementing international cooperation actions worldwide. EF operates in various fields of development and institutional cooperation including safety and security reform, post-crisis/ stability, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programmes, EF can ensure the cooperation between individuals, teams and institutions with very different statuses, cultures and specialties. Besides, EF has acquired a sound experience in administrative and financial management of large-scale international programmes.

**2. Context & program background**

The 2021 Joint Communication on a “Renewed partnership with the Southern Neighborhood - A new Agenda for the Mediterranean” underlines the importance to give special attention to the promotion of the role of women in society and the economy as part of a renewed commitment to the rule of law, human and fundamental rights, equality, democracy and good governance. In line with EU external and internal policy areas set under the Gender Action Plan (GAP) III which scales up the EU contribution to reach SDG 52 in all EU internal and external policy areas and across the 2030 Agenda, the European Commission has adopted in 2022 the Action “**Women Empowerment Hub in Lebanon (WE HUB)**” financed under the Neighborhood, Development and International Cooperation Instrument (NDICI-Global Europe).

**3. Overall and specific objective/s of the program:**

The **overall objective** of the program is to promote the advancement and empowerment of women for effective realisation of gender equality.

The **specific objectives** of the program are:

**SO1.** Increase women’s leadership and participation in political and public sphere;

**SO2.** Foster an enabling environment for better engagement of women in the workforce;

**SO3.** Enhance key legislative reform and measures that protect women from all forms of violence.

**The expected results under SO3 are:**

- Actors in the line of protection offer better services to GBV-survivor and their coordination with NGOs is enhanced;
- The access to justice of GBV survivors is enhanced;
- The existing legal framework for protection of women from violence is more enforced;

**4. Background about the Legal Task Force:**

The Legal Task Force was created under the European Union for Women Empowerment Project (EU4WE), financed by the European Union, and lawyers who are members of this task force received a full comprehensive training in the legal strategic litigation for domestic violence based on comparative legal study developed by EU4WE experts. The trained attorneys in the task force will be assisting survivors of domestic violence before Lebanese courts, to enhance the survivors' access to justice.

This Task force's mission is to enhance access to justice before Lebanese courts and authorities for survivors of domestic violence as well as other beneficiaries, via: 1) Providing legal representation services for survivors of domestic violence before Lebanese courts and authorities, as well as other legal services such as legal consultations and awareness sessions, to enhance their access to justice, 2) Providing legal representation services that enhance access to justice before Lebanese courts and authorities on other related matters such as assisting GBV survivors or handling women and children protection matters or human rights violations, or personal status matters, 3) Continue knowledge and information sharing and legal support among its members, 4) Coordinating with local stakeholders for continued enhanced access to justice, including coordination for seeking potential funding. The mission of this task force can be evolved based on the sustainable strategy to be developed. While membership in this task force is on volunteering basis and is contingent upon the ethical commitment of each member to uphold the charges/missions of this task force. Therefore, task force members are free to end their membership without any legal and formal obligations and consequences whatsoever.

## **5. Scope of work and deliverables:**

Expertise France is seeking a consultant to work on "Strategies to Sustain the work of the legal task force (LTF)" in the aim to ensure the sustainability of the legal task force entity, and the continuity of its services.

The consultant is expected to provide the follow deliverables:

- Methodology specifically tailored to sustain the legal task force.
- Conduct an inception meeting with Expertise France, program manager, components coordinator and key experts of SO1 and SO3.
- Conduct at least two focus groups with task force, additional FGDs subject of findings outcomes, and KIIs with key stakeholders and actors.
- Develop a 5-year strategic planning for the task force entity, including mission, vision, objectives and values, and organigram including settings of regional chapters for LTF and its human resources operational requirement.
- Develop internal policies and mechanisms for the task force entity (for example: Anti-Fraud, Child protection, PSEA, CTIP ---)
- Develop a fundraising strategy to sustain task force entity's work and fund.
- Provide a 3-day training targeting task force members on the following: developing and writing project proposals, logical framework, theory of change, and additional organizational and programmatic topics to be identified based on needs assessment and within the consultant expertise and FDGs findings.
- Submit a first draft of the above documents to Expertise France program manager, components coordinator and key consultant SO3 component, to get their feedback.
- Submit the final documents and a final report within two weeks after receiving expertise France feedback.

The consultant should present her/his work within a presentation session for open discussion to Expertise France team, to validate deliverables, timeline, to ensure accuracy, reliability, and alignment with the objectives of the consultancy .

## **5. Time Schedule**

Expertise France shall contract the consultant for the anticipated consultancy agreement term covering a duration of 3 months, estimated to 20 working days. The deadline for the completion of the consultancy is by the end of December 2024.

## **6. Skills and Experience required:**

- Degree in social sciences, international development, or Gender field, Law, NGO management or equivalent background.
- A minimum 7 years of proven recorded experience in undertaking consultancies on management, and experience in gender equality issues, or supporting civil society and institutional actors working on gender equality.
- Experience with projects focusing on legal services, GBV, Protection and Response, Survivor-centered approach.
- Knowledge and experience in the field of women's rights and gender equality.
- Sharp research and interview skills.
- Ability and willingness to work simultaneously on multiple tasks, under tight deadlines.
- Ability to analyze complex legal issues and provide sound advice and recommendations and understanding legal practice and jurisprudence on gender-based violence.
- Proficiency in legal research methodologies and the ability to gather and analyze legal and related information from various sources.
- Capacity to identify challenges and develop innovative solutions to address them.
- Strong attention to detail, as well as organizational and communication skills.
- High level of professionalism.
- Fluency in Arabic and English Languages with excellent written and spoken skills in both languages.

## **7. Payment Rate and Schedule:**

Two payments based on deliverables:

- 50% upon submission of the first draft report, including the draft policies, strategic planning, fundraising strategy, and the training report.
- 50% submission of the final report.

## **8. Required Documents to be sent / How to apply:**

### For Companies

- Annex I – complete Legal entity form including MOF registration and VAT number.
- Annex II – complete financial identification form.
- Financial offer proposal in USD
- Narrative proposal (including the methodology and a provisional timeframe)
- A Cover Letter.
- Relevant experiences and samples of reports, publications, studies ...

- Stating two references with contact details

For Individuals (freelance consultants)

- Annex II – Complete financial identification form.
- Financial offer proposal in USD
- Narrative proposal (including the methodology and a provisional timeframe)
- A Cover Letter.
- Relevant experiences and samples of reports, publications, studies ...
- Stating two references with contact details

Applications are to be sent to the following email address: [lebanon.procurement@expertisefrance.fr](mailto:lebanon.procurement@expertisefrance.fr), under the title Consultant on Strategies to sustain the work of the legal task force - Sustainability and Organizational Strategy .

Deadline for submission: 02/09/2024. Applications received after the closing date will not be considered.

9-Bids Comparison

The selection of the consultant(s) is based on the proposal’s economic viability (*Criterion 1 – Price of the Services*), the soundness of the workplan (*Criterion 2 – Technical Offer*) and deliverables and the consultant’s portfolio (*Criterion 3 – Experience*).

Bids will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

| Sub-criteria for assessing the technical quality   | Points    |
|--|-----------|
| Criterion 1 . Rate cost versus nature of suggested activities within the proposal                                | 15        |
| Criterion 2. proposal reflecting understanding of Legal Task Force role and methodology of work to be undertaken | 15        |
| Criterion 3. previous experience in similar type of work and proven records                                      | 10        |
| Criterion 4. Understanding of GBV case management and legal support requirements                                 | 15        |
| Criterion 5 proven experience in faciliation and training provisions   | 10        |
| <b>TOTAL</b>   | <b>65</b> |

*The remaining 35 points are attributed to the financial offer.*