**Title:** Facilitator for Round Table Discussions

**Location:** [Akkar-North Lebanon]

**Duration:** [ February 01, 2024- May 31, 2024]

**Reports to:** [PM]

**Deadline of submission:** 4th of January,23 at 4:00 PM

**Background:**

Al Hadatha Association is a national NGO established in 13/03/2006 and registered at MOI under number 87/A.D to support the roles of various community segments by developing their capabilities, and reduce economic vulnerability by promoting their skills, and facilitating community access to social, humanitarian, and development work.

For its project in [North & Baalbek - Hermel], funded by the [BMZ], partnering with Welthungerhilfe e.V, HADATHA Association is aiming from this Tender to solicit competitive offers for **“Facilitator for Round Table Discussions”**

**Summary:**

A series of roundtable discussions will be implemented (Baalbak-Al Hermel and North Lebanon-Akkar ) in the lead of pool of experienced facilitators ,with the key Lebanese and Syrian community stakeholders, following a strategic plan to lead to the design of community activities and potential campaigns and discuss of Joint Community Initiatives (JCI) implemented in the community.

The importance of these roundtable, which highlighted that this process creates a safe space for socialization of the two groups. They are being able to know each other, share their needs, and discuss common challenges and concerns, the realities vs expectations, the sources of community tensions and conflict and potential solutions to alleviate these conflicts.

**Scope of work:** (Description of services, activities, or outputs)

Working in close coordination with Hadatha, the facilitator is expected to do the following:

Roundtables facilitation for the participants from local stakeholders and community members from Lebanese and Syrians (male and female), 20 roundtables (one /community), Two sessions per round table ,each session 1.5 hours (3 hours each roundtable).

* Roundtable meetings will take place in each of 20 communities (20 roundtables in total), gathering 20 participants per roundtable from the community and the municipality (400 participants in total)
* TORs (one per community) will be drafted, which will establish the future collaboration between the two groups and will determine the roles and the responsibilities of the committees.
* Community Initiatives (one per community) will be proposed and drafted. which will Implementing to boost social well-being, HADATHA will implement trust building activities throughout the project, for both host and refugee communities, but also for other identified stakeholders. The initiatives will highlight the importance of communication, of getting to know each other and learn about each other’s realities. Through this process of building relationships, Syrian and Lebanese community members will have the opportunity to confront their own stereotypes and prejudices about each other, and to reflect together about their differences as well as their commonalities. One initiative will be implemented in each community (20 initiatives in total), for an average of 250 beneficiaries from each community (5000 beneficiaries in total)

**Key Responsibilities:**

The Facilitator is expected to:

* Develop a work plan and outline content for the round table discussion.
* Facilitating the roundtable.
* Prepare proposed initiatives concept notes related on the roundtable discussion results and recommendations.
* Guide parallel session discussions through participatory approach among roundtable participants.
* Facilitate discussions and deliberations during the roundtables.
* Ensure active participation of all stakeholders in the meeting.
* Prepare the final Roundtable Meeting report, including the main issues discussed, key priorities and action points from the meeting to inform future design and implementation of the initiatives in each community.
* Perform any other related tasks as requested.
* Draft the TORs details and agreed for each committee in each community.
* Final Report to be submitted at the end of the consultancy

**Qualifications:**

The Consultant should fulfil the following requirements:

**Education:** Master’s degree in Public Administration, Social Sciences, Public Health, Gender Studies and Inclusion, Development Studies, conflict study or other relevant field, and strong background in peacebuilding, conflict resolution, international development, or a related field

**Experience:**

* 5-10 years of experience in Conflict transformation training.

Familiarity and strong experience required with gender equality, disability, inclusion, and prevention and response to GBV

* Strong experience required with conflict management.
* In-depth knowledge of conflict analysis frameworks, conflict sensitivity principles, and peacebuilding approaches.
* Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment.
* Excellent facilitation and presentation skills, with the ability to engage and motivate participants.
* Cross-cultural sensitivity and the ability to work effectively with individuals from diverse backgrounds.
* Experience with governmental and non-governmental entities is essential
* Skills in analyzing, interpreting and synthesizing information;
* Skilled in drafting of initiatives concept notes.
* Excellent facilitation meetings for diverse stakeholders group;
* Excellent facilitation of hybrid meetings
* Excellent oral and written communication skills
* Fluency in oral and written English is essential, Knowledge of Arabic is a plus

**Application Instructions:**

**How to Apply:**

To apply, please send the Financial and Technical offers with the subject line **“Facilitator for Round Table Discussions”** to the email : [hr@alhadatha.org](mailto:hr@alhadatha.org)

Applications will be reviewed on a rolling basis until the position is filled.

Only shortlisted candidates will be contacted.

Hadatha reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. Hadatha does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Tenders closing date.

**Documents to be Submitted:**

* CV / Resume.
* A cover letter indicating previous experience and relevant technical skills.
* ID / Passport
* list of References / Reference letters showcasing previous experience and projects.
* Applicants must have legal documents (Financial Registration, Commercial Register...) in order to be eligible to apply (if any).