

Consultancy Title: Livelihoods Programming Consultancy

Duty station: Beirut - Lebanon

Duration of assignment: 4 months

Contract type: Consultancy

Starting date: September 2024

Expertise France

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EF designs and implements cooperation projects addressing skills transfers between professionals. The agency also develops integrated offers, assembling public and private expertise in order to respond to the partner countries' needs. With a business volume of 148 million Euros, a portfolio of over 500 projects in 100 countries, and 63,000 days of expert missions every year, Expertise France promotes French and European development policy goals.

EF operates in various fields of development and institutional cooperation including safety and security reform, 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. EF has acquired a sound experience in administrative and financial management of large-scale international programmes.
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1. PROJECT BACKGROUND

The multiple crises that have impacted Lebanon for several years have led to a serious deterioration in the standard of living of the population and increased the risks of economic, social and political instability in the country. With the start of the Syrian crisis in March 2011, more than one million people had to seek refuge in Lebanon. This influx of refugees has had significant human, social, economic and political repercussions and has weakened the structures of assistance to fragile populations. The last couple of years have been marked by the collapse of the economy, the October 2019 protests, the COVID-19 pandemic and the explosion of the Port of Beirut. This accelerated succession of economic and social humanitarian crises has led to a dramatic increase in poverty levels among displaced populations and vulnerable host communities.

In the spring of 2021, the World Bank estimated that the economic and financial crisis hitting Lebanon would be among the ten, and probably the three most serious crises in the world since the middle of the 19th century. The banking sector has ceased lending operations and is no longer attracting deposits, and the Lebanese pound (L.L.) continues to lose value with soaring inflation.

Local NGOs play an essential role in crisis contexts in Lebanon, through their proximity to the most vulnerable populations and their presence in the most affected areas of the country. Their activities contribute to improving access to basic services in a context of saturation of public services. They also play a key role in strengthening social cohesion in the face of the growing risk of communal tensions.

Six years after the signing of the “Grand Bargain” on aid localization, aimed at repositioning local actors at the center of humanitarian action, the role of local NGOs in the aid ecosystem in Lebanon still needs to be strengthened, and strengthening their capacities remains a major lever for the sustainability of crisis response actions in the country. Lebanese NGOs must therefore be supported in strengthening their management capacities, technical skills and sectoral specialization to assert themselves as effective and relevant actors in the response to current crises.

2. THE SHABAKE2 PROJECT

The Shabake 2 Project was designed in the framework of the localization of aid agenda and the need to strengthen Lebanese NGO capacities so that local recipients can take the lead in responding to crises generally and to the Syrian-refugee crisis in Lebanon specifically. It follows the implementation of the Shabake 1 Project which was implemented from 2019 to 2022.

The Shabake 2 project is part of the Peace and Resilience Fund – Minka Middle East, which aims to contribute to the response to the consequences of the Syrian crisis, and to act on the prevention and management of the protracted crisis in Lebanon. In addition, the intervention with a dynamic Lebanese civil society makes it possible to concretize the interventions under the "localization of aid" within the framework of the "Grand Bargain" of the 2016 World Humanitarian Summit.

The overall objective of the project is to strengthen social cohesion and support peace and stability by accompanying local NGOs in their key crisis management role and providing sustainable support to vulnerable host communities and Syrian refugees.

It aims to strengthen purpose-driven, technically sound and locally rooted NGOs to support their abilities in weathering the crises as they arise, gaining greater financial autonomy and contributing to Lebanon's recovery. An emergency response component, funded by the Crisis Centre (CDCS) of the French Ministry of Europe and Foreign Affairs (MEAE), is included in the programme, which makes it possible to articulate different French emergency and development instruments as part of a comprehensive approach to support Lebanese CSOs.

The project is structured around three sub-objectives:

- **Sub-objective 1 (SO1):** To enable NGOs to be trusted partners in the implementation of vulnerabilities-reduction projects and thematic actions.
- **Sub-objective 2 (SO2):** To support local NGOs in their efforts to efficiently respond to the emergency situations and ongoing crises in Lebanon.
- **Sub-objective 3 (SO3):** To enhance technical and organizational capacities of partner NGOs for an improved localization of aid for the benefit of vulnerable populations.

3. CONSULTANCY DESCRIPTION AND SCOPE OF WORK

Expertise France is seeking the services of a consultant to build the capacities of its team in terms of programmatic planning and capacities under the Livelihoods sector.

4. KEY TASKS AND DELIVERABLES

- Coordinate with Expertise France beforehand to discuss the training content.
- Prepare and share the training sessions' agenda with Expertise France beforehand for the mentioned themes.
- Prepare the pre and post-tests to be shared with Expertise France and disseminated with the training participants before and after the training.
- Prepare a training presentation and a literature list to be shared with the training participants.
- Conduct one workshop addressing the following thematic (1) what is the Livelihoods ecosystem, (2) the challenges faced by the Livelihoods sector in Lebanon, (3) how to design a project under the Livelihoods sector, (4) the stakeholders orbiting within the Lebanese Livelihoods sector and finally, (5) the Lebanese labor law.
- Prepare one training report for each workshop, each of which will include (1) the training content and additional literature, (2) the sessions' progress, (3) the tests' results (analytical results, in addition to a comparison of the trainees' improvements), and finally (4) the attendance sheets and agenda.

Activities	Deliverable	Estimated time	Time of Implementation	Location
Task 1 Inception Phase	<ul style="list-style-type: none"> ○ Prepare the training material. ○ Present the training material to EF. ○ Agree on a concrete workplan laying out the tasks and dates to conduct the workshops. 	1-2 days	Following contract signature.	Beirut
Task 2 Training	<ul style="list-style-type: none"> ○ Livelihoods sector workshop delivered. ○ Agenda produced. ○ A series of Pre and Post tests completed. ○ Attendance Sheet filled. ○ The Training Content/Material. ○ List of additional literature on the subject. ○ Workshop Report completed. 	2 days	October – November 2024	Beirut

The expected number of participants will be between 10 and 15.

5. ROLES AND RESPONSIBILITIES

Consultant:

The consultant will oversee preparing training materials (the agendas, the pre and post-tests, training presentation and literature, and finally, the training report) and deliver a workshop regarding the Livelihoods sector mainly the following: (1) what is the Livelihoods ecosystem, (2) the challenges faced by the Livelihoods sector in Lebanon, (3) how to design a project under the Livelihoods sector, (4) the stakeholders orbiting within the Lebanese Livelihoods sector and finally, (5) the Lebanese labor law.

The consultant must ensure that it is interactive and engages the participants with constructive activities. The consultant is to also take attendance, and to collect feedback from participants on the workshop's quality.

Finally, the Workshops Final Reports should outline the training's content, the flow of the workshop, the methodology used, and the results and findings.

Expertise France:

Expertise France will contract the consultant and through the Shabake 2 Project Management team will be responsible for the overall management of the consultant including:

- Developing and finalizing the terms of reference and contract.
- Reviewing and approving all expected deliverables with the consultant.
- Supporting the consultant in connecting and meeting with project team members as relevant.
- Overall monitoring of the assignment activities and the delivery of milestones.

6. QUALIFICATIONS

- Degree in Law, Economics, Finance, Social Sciences, Humanities, and/or Humanitarian Development.
- Minimum 5 years' experience in working within the Livelihoods sector with Local or International NGOs, international agencies, or Lebanese state institutions.
- Minimum of 5 years of delivering capacity strengthening sessions to humanitarian and human rights organizations under the fields of Livelihoods and/or Socio-Economic Development.
- Strong local knowledge and comprehensive understanding around capacity building programs.
- Professional working knowledge of Arabic and English is compulsory.
- Extensive experience in managing and implementing consultations.
- Ability to work in a participatory approach with a certain flexibility.
- Professional commitment and ability to work under pressure.
- Ability to communicate, negotiate and adapt to work requirements.
- Integrity, respect, and responsibility.

7. APPLICATIONS

Applications (detailed resume and cover letter) are to be sent to the following email address: lebanon.procurement@expertisefrance.fr under the title: Livelihoods Programming – Consultancy.

Application should include the following documents:

- Expression of interest materials
 - For Companies
 - Annex I – complete Legal entity form including MOF registration and VAT number.
 - Annex II – complete financial identification form
 - For Individuals (freelance consultants)
 - Annex II – complete financial identification form
 - MOF registration number
- Technical offer (for all experts involved, whether companies or individual applicants)
 - Expert CVs
 - Annex III – Methodology and chronogram - covering all tasks listed in the tender.
- Financial Offer:
 - Please include in the financial offer the possibility of carrying out mentorship sessions with the organizations.

The deadline for application is September 10, 2024.

8. Comparison of bids for selection of the most economically beneficial bid

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:

Criterion 1: price of the services

The **financial score (FS out of a maximum of 35 points)** will cover the comparison of the financial offers of all candidates having submitted a conforming bid.

Criterion 2: Technical offer

The **technical score (TS out of a maximum of 65 points)** will cover the experience, portfolio, and CV of the candidates.

Sub-criteria for assessing the technical quality	Maximum number of points
Proven professional experience related to the Livelihoods and/or Socio-Economic sectors (working at the program or management levels) with Local or International NGOs, international organizations or agencies, or state institutions.	15
Proven professional experience in preparing, facilitating, and delivering trainings related to Livelihoods and/or Socio-Economic sectors.	20
Extensive knowledge of the Lebanese context, especially in terms of Livelihoods, Socio-Economic, Finance, SMEs, and/or related thematic especially since the 2019 crisis and onward, in addition to proven experience in operating in complex and sensitive environments in Lebanon.	15
Portfolio of similar experiences.	15
TOTAL	65

Each technical offer, deemed to be technically conforming, will be attributed a **technical score (TS out of a maximum of 65 points)** by adding up the weighted scores obtained for each sub-criterion.

9. PAYMENT CONDITIONS

The payments will be divided upon completion of the required tasks.

30% upon signature of the contract.

20% upon completion of Task 1.

50% upon completion of Task 2 and the submission of the consultancy report and all training materials.