**Consultancy Title:** WASH Programming Consultancy

**Duty station:** Beirut - Lebanon

**Duration of assignment:** 2 months

**Contract type:** Consultancy

**Starting date:** August 2024

***Expertise France***

Expertise France (EF) is a public agency created on 1st January 2015 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. Expertise France is the French public agency for international technical assistance.

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. [www.expertisefrance.fr](http://www.expertisefrance.fr)

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.

1. **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.

1. **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 principles, programming, and best practice under the WASH sector. The trainer will be responsible for training the Shabake 2 team to better understand and navigate WASH projects implemented by Expertise France’s local partners.

1. **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 workshop on Water, Sanitation, and Hygiene promotion and global guidelines.
* Prepare one training report for the workshop, 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Deliverable** | **Time of Implementation** | **Location** |
| **Task 1**  **Inception Phase** | Present the training material and content | Week 1 | Beirut |
| Agree on the final workplan and approach |
| Deliver one portfolio with the tentative training material |
| **Task 2**  **WASH Framework/Policies Workshop** | Agenda produced | July 2024 | Beirut |
| A series of Pre and Post-tests completed |
| Attendance Sheet filled |
| The Training Content/Material prepared and delivered |
| List of additional literature on the subject |
| Workshop Report completed |
| **Task 3**  **WASH Programming** | Agenda produced | July 2024 | Beirut |
| A series of Pre and Post-tests completed |
| Attendance Sheet filled |
| The Training Content/Material prepared and delivered |
| List of additional literature on the subject |
| Workshop Report completed |

**The expected number of participants is set between 10 and 15.**

1. **ROLES AND RESPONSIBILITES**

**Consultant:**

The consultant will oversee preparing training materials (the agendas, the pre and post-tests, feedback, training presentation and literature, and finally, the training report) and deliver a series of sessions regarding WASH policies, guidelines, and SOPs, in addition to systems and information to build the capacities of the Shabake 2 team to be able to navigate WASH projects implemented by their local partners.

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.

1. **QUALIFICATIONS**

* Advanced university degree in public health, civil engineering and/or social sciences.
* At least 7 years of professional experience in international and/or local organizations under the WASH sector.
* Proven experience working on development of technical policies, guidelines, and SOPs in the field of humanitarian and development regarding WASH.
* Proven experience delivering capacity building trainings regarding the WASH thematic.
* Professional working knowledge of Arabic and English is compulsory.
* Ability to communicate, negotiate and adapt to work requirements.

1. **Applications**

Applications (detailed resume and cover letter) are to be sent to the following email address: [lebanon.procurement@expertisefrance.fr](mailto:lebanon.procurement@expertisefrance.fr) under the title: *WASH Programming Consultancy.*

Application should include the following documents:

* + For Companies
    - Annex I – complete Legal entity form including MOF and VAT registration certificates.
    - Filled and signed copy of the safety questionnaire
    - Copies of the company shareholders passports
  + For Individuals (freelance consultants)
    - MOF registration number certificate
    - A portfolio of similar experiences
    - Filled and signed copy of the safety questionnaire
    - Copy of the individual consultant passport

Technical offer (for all experts involved, whether companies or individual applicants)

* Expert CVs
* Financial Offer for all deliverables mentioned in article 4 (key tasks and deliverables) including the number of days required for each deliverable.
* Workplan (estimate time for delivering the consultancy)

The deadline for application is May 25th, 2024.

1. **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: Financial Offer***

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 in preparing, facilitating, and delivering trainings related to WASH policies, guidelines, and SOPs in line with the global policies and aligned to Lebanon context. | 15 |
| Proven professional experience in collaborating with Humanitarian Organizations, Public Agencies, Civil Society actors, Non-Profits in the MENA region. | 15 |
| Methodology and timeline | 20 |
| 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.

1. **Payment conditions**

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

20% upon completion of Task 1.

30% upon completion of Task 2.

30% upon completion of Task 3.

20% for closing of balance and submission of all training reports.