

Terms of Reference

Baseline Study and Needs Assessment for a project

*Reducing the Risk of Radicalisation and Violent Extremism in
Lebanese Prisons*

Search for Common Ground (Search) is a non-governmental organization working to transform the way the world deals with conflict. We have acquired over 35 years of experience in peacebuilding and are based in over 30 countries around the world. Search first worked in Lebanon in 1996, addressing multiple issues arising within Lebanon's diverse society. In each project we seek to engage all stakeholders to work together to address shared challenges and develop joint solutions. We have led programmes around the world to help societies channel their differences away from adversarial approaches and towards collaborative solutions with activities that range from conflict mediation and peace education to stabilisation and women's empowerment.

Project information

The project aims *to contribute to reduce the risk of violent extremism among detainees in Lebanon* and will be implemented over a period of 24 months. It has three specific objectives:

SO1. Strengthen the capacity of detainees and prison staff to identify and use alternatives to violence to solve conflict;

SO2. Shift the attitude of community members to support the reintegration of former detainees;

SO3. Enhance collaboration between key prison stakeholders (including authorities, civil society, and community members) to reduce the risk of recidivism among detainees

Expected results

- Detainees and prison staff are able to identify and use alternatives to violence to solve conflict
- Community members shift their attitudes to support the reintegration of former detainees.
- Key prison stakeholders enhance collaboration to reduce the risk of recidivism among detainees

Target groups

The project will target a broad range of stakeholders including detainees (convicted and/or at risk of VE) who would be released within the implementation period, prison staff, prison authorities including the Ministries of Justice and Interior, civil society actors, families, communities, and former violent extremists. In total, the project will reach 6,611 direct and 230,000 indirect beneficiaries.

Objectives of the baseline

Search is seeking a consultant to conduct the Baseline and a Needs Assessment of a project working within Lebanon's prison system, with an aim to bring together all the relevant stakeholders inside and outside the prison to work together to reduce the risk of violent extremism in prison and aid in the reintegration of prisoners to society.

The baseline study will focus on the collection of quantitative and qualitative data to grasp trends in attitudes, knowledge, perception and relationship in prison environment and at community level.

In order to reinforce the project strategy and accountability towards targeted populations and groups, the baseline measurement study will be combined with a need assessment to investigate im current needs and gaps to alleviate negative coping mechanisms and perceptions towards former detainees, as well as will look at opportunities to strengthen coordination and relationships between relevant institutions in charge of assisting former detainees.

The consultant will work closely with Search Lebanon team and Design, Monitoring & Evaluation Regional Specialist, MENA to ensure that all milestones are met. The consultant will also act as focal point on all issues including logistics and recruitment of local researchers, and will sign off on the final papers in consultation with the Design, Monitoring & Evaluation Regional Specialist, MENA and with the final approval of the Lebanon Country Director.

Overall, the baseline and Needs Assessment aims to:

- Collect baseline indicators for the project and data on the needs and situations of prison staff, current detainees, former detainees;
- Provide recommendations for how to engage women and girls in the community outreach activities; and
- Investigate the primary sources of radicalization, push and pull factors within the prison, and the interaction between prisoners and their families and communities.
- Capture lessons learned and good practices feeding into recommendations and planning process

Methodology and Approach

The Search approach to the study is grounded in the guiding principles of our work: participatory, culturally sensitive, committed to building capacity, affirming and positive while honest and productively critical, and valuing knowledge and approaches from within the context. Search and the hired consultant will agree upon a joint set of standards when negotiating the final contract of agreement.

The below principles should be taken into account:

- Inlusiveness—the methodology should include a wide range of viewpoints, specifically gender and age-sensitivity when applicable.
- Mixed-method approaches—both qualitative and quantitative methods need to be present in the methodology.
- Rigor of evidence—gathered information needs to be reliable and transparent
- Ethics—the methodology needs to consider ethics in order to insure that the evaluation is fully objective.

The sample size should be adequate and representative of the target groups. In addition the study should employ both quantitative and qualitative participatory methods to establish the project baseline.

Indicative baseline and need assessments questions

- What is the current level of perception and tolerance of targeted community members in relation to detainees and former detainees ?
- What is the current level of knowledge in conflict management en prison environment ?
- What are the current attitudes of community members regarding the reintegration of former convicted ?
- What are the gender roles and coping styles nurturing the risk of recidivism towards violence extremism?
- What are the current public rhetoric/discourse/narrative towards people involved in violence extremism and towards former detainees?
- What are the current resources and gaps in terms of mental health and psychosocial support ?

- What are the current resources and gaps to incentivise collaboration and strengthen relationships between relevant institutions to assist former detainees?

In addition to the key questions above, the study will seek to provide baseline data for the below baseline (tentative) indicators:

- Level of acceptance of community members towards former detainees returning to their communities
- Current level of mutual trust between community members and former detainees
- Level of exclusion and reported by former detainees
- Level of perception of community members regarding their safety
- Level of knowledge in conflict management in prison environment
- Level of collaboration between institutions and relevant actors to support former detainees and reintegration processes

The baseline and need assessment will draw on the following sources:

- Desk study review: It is important to review project documents, logical framework and other relevant sources of data to complete the assessment.
- Key informant interviews: Interviews will be conducted to gather in depth information on key questions.
- Focus group discussions to gather in depth information regarding the key questions described above.
- Community Surveys: Surveys should be distributed to members of the community including men, women, and youth groups and others as appropriate to collect numerical information related to the study's key questions.

Expected deliverables

- **The inception report** : Within Ten days from signing the contract, the consultant should submit an Inception report, which clearly defines the evaluation methodology, such as clear outlines for the focus group discussions, KII questions, survey questionnaires and research timeline with specific deadlines for each deliverable. The inception report should also clearly explain the sampling methodology and sample size for the quantitative survey and a clear and logical number for the KIIs. The report will also include an evaluation matrix to ensure evidence -based findings and triangulation.

The full inception report and the data collection tools need formal approval from Search before starting the data collection in the field.

- **Training of enumerators;**
- **Supervision and participation in data collection;** Oversight of the data coding process;
- **A draft Baseline Assessment report** to be submitted within 10 days of completion of the data collection for review and comments from Search country team and the Design, Monitoring & Evaluation Regional Specialist, MENA. The review and feedback of the report could be more than one round depending on the quality of the report and the extent to which the comments and suggestions from the first round have been incorporated. The report will be reviewed by for Search staff and partners;
- **A Final Baseline Assessment** to be submitted after incorporating the comments of Search. The report should be written in English, 30-35 pages excluding annexes, consisting of:
 - Cover page, Search will provide sample cover sheet for reference
 - Table of contents, list of acronyms, abbreviations and list of tables and charts.
 - Executive summary of key findings and recommendations – 3-4 pages.
 - Background information and context analysis presented per key criteria with a brief description
 - Baseline methodology with clear explanation of sampling and limitations, KIIs, participants' selection and data analysis approach.
 - Research findings, analysis, with associated data presented, where appropriate in clear graphs or charts. The findings can include subsections for each research criterion.
 - Appendices should research instruments, list of interviewees. document consulted. Updated logical framework with baseline measures for relevant indicators
 - Conclusion and Recommendations. They should be framed according to baseline indicator data and research indicators

Once the draft is submitted and reviewed, Search may decide based on the quality of the draft whether the consultant may be required to revise the draft, working closely with Search DM&E manager as necessary.

The report should be submitted electronically in a MS – Word document. The consultant is responsible for English editing of the final report which should be well formatted. The report will be credited to the evaluator and potentially placed in the public domain at the decision of Search.

All handwritten and electronic transcripts of interviews and KIIs, hard copies of survey questionnaires, photographs taken during the assessment and any equipment received from Search for the purpose of the study should be submitted to Search. Furthermore all information generated during the baseline study will be the sole property of Search and is subject to submission to Search along with the final report, prior to the end of the contract.

- **PowerPoint presentation of findings and recommendations** to Search
- **Submission of the databases to Search**

The primary audience of the Baseline and need assessment will be SFCG and the peace building community at large. Recommendations should emerge from the study to inform the project and project activities.

The secondary audience will be the donor, which will use the findings and recommendations to strengthen its current and future programming.

Logistical Support

Search Lebanon will provide the consultant with logistical support through:

- Ensuring that the consultant receives key documents in a timely manner
- Helping to set up the data collection needed arrangements
- Arranging meetings with the project team and key staff
- Providing administrative support such as photocopying, fax machines, and office space

Search estimates the consultant would need between 45 and 50 working days to conclude the study. Timeline will defined before the inception phase of the study.

Consultant's Qualifications

Search Lebanon seeks an experienced Consultant with the following qualifications:

- Excellent written and spoken English skills required, including demonstrated ability in writing briefing papers and other information products, and fluency in Arabic

- Master's Degree in a related area, preferably in Middle Eastern studies, conflict resolution, international studies, peace-building, human rights or related area
- At least 7 years of experience in research, and monitoring & evaluation of which a minimum of 5 years of related research experience, including both academic and project-oriented research
- Experience in developing and managing Focus Group Discussions, Interviews, and Surveys
- Experience in conflict transformation, gender studies and peacebuilding
- Experience in Prisons, prisons' systems and Violent Extremism
- Ability to be flexible with time and work schedule while being culturally sensitive
- Attention to detail and ability to meet tight deadlines
- Capable of establishing and recruiting a network of local researchers who will assist in conducting the assessment and mapping
- Able to read, digest and accurately analyse large amounts of information, provide succinct summaries and explain the significance of that information

In addition, the consultant is required to respect the following Ethical Principles:

- *Comprehensive and systematic inquiry: Consultant should make the most of the existing information and full range of stakeholders available at the time of the review. Consultant should conduct systematic, data-based inquiries. He or she should communicate his or her methods and approaches accurately and in sufficient detail to allow others to understand, interpret and critique his or her work. He or she should make clear the limitations of the review and its results.*
- *Competence: Consultant should possess the abilities and skills and experience appropriate to undertake the tasks proposed and should practice within the limits of his or her professional training and competence.*
- *Honesty and integrity: Consultant should be transparent with the contractor/constituent about: any conflict of interest, any change made in the negotiated project plan and the reasons why those changes were made, any risk that certain procedures or activities produce misleading review information.*
- *Respect for people: Consultant respect the security, dignity and self-worth of the respondents, program participants. Consultant has the responsibility to be sensitive to*

and respect differences amongst participants in culture, religion, gender, disability, age and ethnicity.

Applications

To apply, interested candidates (individuals or teams) are requested to submit the following two documents:

- Curriculum vitae;
- A technical proposal proposing a methodology for the baseline together with a financial proposal for the completion of the aforementioned deliverables and a short cover letter.

Note: Only two documents can be submitted, so the technical and financial proposals must be combined, along with a short cover letter.

Applications must be submitted to cazzam@sfcg.org AND sghaddar@sfcg.org and the deadline is 2 october 2019.