

## ToR: Mapping of Civil Society Organizations and How to Support Them

1. **Background:** Norwegian People's Aid (NPA) is a humanitarian and development organization rooted in the Norwegian Labour Movement. We work with development in partnership with national NGOs, with humanitarian action in protection and livelihood sector as well as with humanitarian mine action and disarmament. In Norway, we also work on rescue services and first aid, and NPA has more than 12,000 members in Norway and 2400 staff worldwide.
2. **Specific tasks:** NPA's humanitarian assistance program in Lebanon is in partnerships with local actors. It includes food security, livelihoods, and protection, including SGBV. The target communities are Syrian refugees, Palestinian refugees and Palestinian Syrian refugees, as well as Lebanese host community. Under this mandate, the selected consultant would be asked to develop a mapping and assessment of civil society organizations indicating the best way support them.

### 3. **Consultant profile**

#### **Education:**

- Higher education in social science, humanities or other relevant studies.
- Full proficiency in Arabic and English.
- Human rights and development training or studies will be an asset.

#### **Required Experience:**

- Minimum of eight years of relevant work experience.
- Experience in carrying out mappings and evaluations of development and humanitarian programs.
- Experience in training local civil society organizations on organizational development.
- Extensive knowledge of the context where NPA partners work.
- Extensive knowledge of civil society in the country context.

#### **Other relevant qualifications:**

- Knowledge of NPA programs in MENA and NPA work methodology will be considered an asset.

### 4. **Implementation period:** January to March 2020

### 5. **Total Budget:** up to 20,000 USD

### 6. **How to Apply:** Please submit a technical and financial proposal to [admin@npaid.org](mailto:admin@npaid.org) by December 10, 2020 ensuring that the subject of the email is as follows: "NPA Lebanon Partner Mapping Proposal."

*Technical Proposal* must be no longer than five pages including:

- Proposed methodology including potential techniques and tools to be used as well as suggested timeline
- Copy of CV
- List of previous similar projects undertaken

*Financial Proposal* must include:

- Itemized consultants' fees and costs ensuring to indicate professional daily rate or sessions rate including all costs that would be invoiced to NPA
- Proof of Ministry of Finance of Lebanon Registration

## Mapping of Civil Society Organizations and How to Support Them

### 1. Purpose of the mapping

#### Overall objective

Identify and assess at least 40 CBOs/CSOs operating throughout the country working through the rights-based development sector working on women's rights or other relevant human rights concerns that are relevant for the current situation in Lebanon. The CBOs/CSOs to be mapped must be working the humanitarian and development fields focusing on livelihoods, protection, women's rights, democratization, civil rights, and peacebuilding. The mapping should include Lebanese organizations, but must ensure to also include CBOs/CSOs working with the Syrian and Palestinian constituencies or with other marginalized identities or nationalities.

#### Specific objectives

- Describe the organization in terms of how they define themselves and their internal structures
- Determine who the organization represents, their constituencies and how they define their legitimacy
- Assess the relevancy of the organization in the current country specific context
- Assess the organizations' capacity to influence and have voice
- Identify ways in which NPA could support the organization besides financial support

When designing the questionnaire, the consultant must consider the following key questions:

#### *Type of organization*

- How does the organization define itself?
- What type of registration does the organization have?
- What is the internal structure of the organization?
- What are their decision-making mechanisms?

#### *CSO area of intervention*

- What is the focus area/s of the organization?
- What is the geographical scope of activities and program implementation of the organization?

#### *Representation*

- Who does the organization represent, who are their constituencies?
- How does the organization perceive its role in the current national and regional context?

#### *Capacity to influence*

- What is the organization's potential for liaising with local, regional and international stakeholders?

#### *Support needs*

- What are the specific needs of the CSOs in terms of:
  - o Receiving support to strengthen the organization internally
  - o Access to capacity development
  - o Access to conduct advocacy
  - o Funding needs
  - o Other relevant aspects specific to each organization



**2. Mapping Implementation**

**Timeframe:** The consultant will present an implementation calendar

**Methodology:** The consultant will design the final details in the methodology in cooperation with NPA

**3. Deliverables**

- Methodology
- Preliminary list of CSOs and other relevant stakeholders to be interviewed agreed with Country Programme Manager
- Questionnaire for relevant stakeholders agreed with Country Programme Manager
- Preliminary mapping for discussion and input from Country Programme Manager
- Final mapping and report
- List of additional civil society organizations to be considered for future screening