

Terms of Reference

Facilitator to conduct Focus Group Discussions in Lebanon

Operational Area	Lebanon
Program Area	Durable Solutions Platform/ Research/ Lebanon
Timeline	An estimated 10 working days (during May 2022)

About the Durable Solutions Platform

DSP is a joint initiative of six NGO members: Action Against Hunger (ACF), Danish Refugee Council (DRC), International Rescue Committee (IRC), Oxfam, Norwegian Refugee Council (NRC) and Save the Children. Established in 2016, DSP seeks to support a collective agenda on durable solutions in the Middle East through joint research and cross-learning opportunities, evidence-based policy engagement and capacity strengthening on durable solutions concepts, approaches, and programming amongst members and partners.

About CHASE project

CHASE is a partnership between DRC, Al Majmoua and Fair-Trade Lebanon (FTL) that will implement a holistic approach to empowerment, reaching 2,760 youth and their families, by adapting the graduation approach to the Lebanese context. By combining elements of social protection, livelihoods development, and access to finance for youth and their families, the project will develop a comprehensive and scalable model for young people to become empowered and capable of reaching their aspirations.

Research Background

The Durable Solutions Platform (DSP), in partnership with CHASE Lebanon project, a DRC-led consortium, is conducting a research that aims to generate lessons learned on youth, self-reliance and integrated graduation programming, in order to inform the CHASE Lebanon project design and support implementing agencies in the region more broadly. The learning brief will explore three levels of analysis: 1) the role of the current context in Lebanon (e.g. legal frameworks) in supporting or impeding youth self-reliance, 2) the existing learning to inform the design of responses, level of adaptations/ flexibility, and 3) addressing youth preferences and challenges.

The overarching research question is: **What learning can be drawn to inform graduation programming in Lebanon?**

This brief will focus specifically on a number of areas that were identified in the inception meeting with CHASE partners on 22 of February 2022. These areas are detailed in the following lines of inquiries, and may be developed further:

1. Role of integrated programming and mentorship on youth empowerment
 - How do protection activities in integrated programming contribute to positive outcomes for youth and HH?
 - What is the role of mentorship in increasing beneficiaries’ commitment to long programming? How does the relationship between mentors and families affect the motivation of households when participating in graduation programming?
 - How do household dynamics affect youth self-reliance, empowerment, and their ability to take decisions about their work and finances, and to have a stronger social role? How do household dynamics inform behavior change strategies, and what role can mentorship play within it?

2. Financial inclusion
 - What are the policy, practical and cultural barriers for vulnerable populations in Lebanon to access financial services?
 - What is the level of knowledge about the availability of financing sources?
 - What alternative options¹ and coping strategies are currently being used by vulnerable populations who can’t access financial services?

3. Youth engagement in rural livelihoods activities
 - What challenges and preferences exists when it comes to youth engagement in livelihoods activities in rural areas, and how does it impact the design of livelihoods activities?
 - To what extent are youth interested in rural livelihoods activities, and how can youth in the region be more involved in livelihoods activities in rural areas? and what role can social entrepreneurship play on youth engagement in rural livelihoods activities?
 - How can livelihoods programs enhance youth engagement in rural areas and have dignified livelihoods from their skills in rural areas?

Research methodology consists of a number of tools, and a key data collection method that will be part of this research is to conduct Focus Group Discussions (FGDs) with youth participants. The FGDs will aim to explore the line of inquiries from youth perspective. A total of eight FGDs (4 per area), distributed across population groups (Syrian and Lebanese youth) and covering both male female youth. The FGDs will be organized and coordinated through CHASE project partners. A consultant, managed by DSP will facilitate the FGDs.

	Syrian refugees		Lebanese host communities	
	Males	Females	Males	Females
North Lebanon	1	1	1	1
Bekaa	1	1	1	1
Total: 8				

¹ This could include existing options at community level, remittances and role of diaspora

The Assignment

The Durable Solutions Platform is looking for an individual or a team of consultants to lead on 8 focus group discussions (FGDs) in Lebanon. The consultant will use an already designed tool for conducting FGDs. The consultant will facilitate the FGDs and provide a detailed transcript of each FGD. (Transportation to the FGDs areas can be supported by DRC Lebanon, and will be coordinated with DRC-Lebanon).

Key deliverables

- Complete 8 FGDs in the requested disaggregation with sufficient and accurate information
- Detailed and accurate transcripts of the 8 FGDs (min. of 4 pages per FGD)

Duties

- To encourage youth FGDs participation and speaking in during the FGD session
- Facilitate the FGDs
- Provide detailed and accurate transcription of the FGDs
- Daily reporting to DSP on updates of the assignment, with ad-hoc communication when necessary

Eligibility

Due to the smaller scope of this research and the available timeframe, individual or a team of two consultants will be considered (one facilitator and one note-taker). Individual consultants are expected to record the FGD and provide detailed notes based on the recordings (verbatim transcription of the FGD is not required). The consultant should have the following experience and background:

- Proven knowledge on refugee context in Lebanon, with a focus on livelihoods.
- At least 3 years of experience in conducting FGDs and qualitative data collection, with preference in the humanitarian or academic field (focus on youth, both Syrian refugees and host communities, is preferred).
- Strong analytical and writing skills.
- Resident in Lebanon
- Mother tongue: Arabic
- Fluency in English (speaking, reading and writing)
- Ability to work and coordinate with a team
- Excellent communication skills

Timeframe

The assignment should be implemented between 15th of May and 26th of May, which include a training by DSP on the FGD tool guide, coordination with colleagues in DRC Lebanon and conducting the 8 FGDs (2-3 FGD per day).

Task	Estimated LoE (Days)	Timeline	Expected deliverables
Inception call with DSP, including training on the FGDs tool	0.5		
Conducting 8 FGDs	4	May	8 FGDs completed
Transcribing 8 FGDs	5	May	8 FGDs Transcript
Debrief call with DSP	0.5	May	

Documents to be submitted

The individual (s) must submit the following documents alongside a technical proposal and financial proposal:

- A technical proposal, reflecting understanding of the research topic outlining in the consultant's own words the understanding of the consultancy's objectives, tasks and methodology. The proposal should highlight previous experience of the consultant on FGD facilitation related assignment completed with client name. The profile should highlight the consultant approach in facilitating the FGD to gain sufficient information from the participants.
- CV of the consultant(s) highlighting related assignment completed, role in the completed assignment;
- Two reference contacts.
- A financial proposal showing daily rate (Please note the estimated level of effort included in the table above). The RFQ form along with a budget breakdown should be submitted for this purpose.

DRC accept bids from companies and individual. In case the supplier is an individual, he/she has to be officially registered in the country within the related ministries and declaring relevant taxes for the provided services. DRC will in accordance with the income tax law 144 of 12 June 1959, and specifically articles 41, 42 and 43 take appropriate actions to comply with the relevant obligations stipulated by the above authorities.

Evaluation of consultant

- Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed above shall be submitted with your bid.

- Technical/financial Evaluation

Technical evaluation 100%

Minimum passing technical score: 70

The technical criteria for this consultancy and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Weighting in technical evaluation
1.	Technical quality of the proposal	40%
1.1.	All important aspects of the services have been addressed and sufficiently explained	10%
1.2.	Style, language, sophistication, presentation	10%
1.3.	Demonstrated understanding of the methodology and requested deliverables, all important components of the ToR are sufficiently addressed and considered in the technical proposal	20%
2.	Expertise	40%
2.1.	Demonstrated expertise and previous experience in conducting and transcribing FGDs	25%
2.2.	Demonstrated understanding of the Lebanese/ Middle East displacement context, through previous experience in qualitative data collection and engaging with both Syrian refugees and Lebanese host communities, with a focus on youth	15%
3.	Personal Qualifications	20%
3.1.	Relevant qualifications	10%
3.2.	Relevant demonstrable experience as relevant to this assignment	10%
4.	Total Technical Evaluation	100%
	Financial Evaluation*	Weighted cost