



Short term assignment – Terms of Reference

National Expert in Project Proposal Writing for trainings

Position description

Object	Expert in Project Proposal Writing for trainings
Activity reference	<p>Output 3.3 Economic growth potential and resilience of the local economy hosting target groups enhanced</p> <p>Ref. activity plan: ME4/QA4-3.4.2 Capacity development in project proposal writing, project management and financing institutions</p>
Project background	<p>MASAR for Local Governments is a programme funded by the EU MADAD trust fund and implemented in Lebanon and Iraq. The overall aim of the programme is to strengthen the long-term resilience of targeted subnational governments and their host, refugee and IDP populations to deal with displacement.</p> <p>MASAR has three objectives:</p> <ul style="list-style-type: none"> - To improve the capacities of subnational governments to engage in holistic, area-based planning and consider different scenarios that respond to the needs of host, refugee and IDP populations. - To improve service delivery to generate greater social stability outcomes based on the needs of host, refugee and IDP populations. - To empower subnational governments and service providers to facilitate local economic development and to have better access to municipal investment that benefit the extension of safe public services and create economic opportunities for host, refugee and IDP populations. <p>In the area north of Tripoli under the coordination of ACCD, MASAR supports two Unions of Municipalities: Menieh in the Governorate of North Lebanon, and Oussat wa Sahel al Qaytaa in the Governorate of Akkar.</p>
Geographical scope of the assignment	<ul style="list-style-type: none"> • Union of Menieh (North Lebanon) • Union of Municipalities of Oussat wa Sahel al Qaytaa (Akkar)
Specific background materials	<ul style="list-style-type: none"> • MASAR information package; • MASAR reports on strategic planning: <ul style="list-style-type: none"> ○ Profile of Unions of municipalities, analysis of key development priorities; ○ UoM Summary vision and selected projects • Training materials used by MASAR partners



<p>Aim and scope of this assignment</p>	<p>Over the past months, ACCD and the Unions of Municipalities (UoM) of Menieh and Oussat wa Sahel al Qaytaa led a strategic planning exercise to define the development priorities of local governments for the coming 3-5 years. As a result, a profile of the UoM was produced followed by an identification of key priority projects in the sectors of public services and infrastructure, economic development, crisis management and civil defence. ACCD intends to provide technical assistance to the UoMs to elaborate project proposals and facilitate contacts with development partners and donor organisations in search of new funding opportunities.</p> <p>The aim of this assignment is to build the capacities of local governments and their designated representatives in project management and proposal writing with a practical approach based on their priorities. As a result of the training and coaching sessions, 2 project concept notes per UoM will be produced with the guidance and support of the experts.</p> <p>The training will be delivered to a maximum of 25 people including: staff of the UoM Technical Unit established under MASAR, municipal and UoM representatives, members of local organisations (NGOs or SMEs) designated by local governments. The total duration of the training will be between 15 and 20 hours over a span of two weeks starting in mid-July 2022. (Exact dates and duration to be determined by the experts in coordination with ACCD and local governments)</p> <p>The national expert will work in hand in hand with the international expert. The distribution of tasks between the two will be as follows:</p> <ol style="list-style-type: none">a) The international expert will: design the structure of the training, the content and materials; supervise the training sessions; remotely assist trainees; review the 4 project concept notes.b) The national expert will: adapt training materials to the local context of UoMs; conduct the training sessions; support the trainees to develop 4 draft project concept notes; map development partners and funding opportunities in Lebanon for local governments that match the proposed projects; assist ACCD in facilitating a workshop linking UoMs to donors.
<p>Key Responsibilities</p>	<p>The national expert will be responsible for :</p> <ul style="list-style-type: none">• Thoroughly review the background strategic documents as well as the list of projects identified for both UoMs;• Assist the UoMs in the selection of 2 priority projects each;• Assist in the identification of trainees;• Adapt training materials – some Arabic translation may be necessary;• Conduct the training sessions and produce training reports;• Coordinate with international expert the delivery of trainings and coaching sessions;• Assist trainees in drafting the 4 project concept notes;• Map funding opportunities from development partners and donors matching UoM projects;• Participate in donor workshops with ACCD and UoMs;• Draft final report with actionable, realistic recommendations



<p>Main activities</p>	<p>Output 1: Selection of projects and participants</p> <ul style="list-style-type: none"> - Review the summary planning documents and identified projects. Perform a preliminary research of potential funding opportunities - Participate in UoM workshops with ACCD to select 2 priority projects per UoM - Assist in the final selection of training participants. Training will target a maximum of 25 people for 15-20 hours in total <p>Output 2: Adaptation of training materials</p> <ul style="list-style-type: none"> - Based on the structure and programme developed by the international expert, adapt the training materials to the context of Menieh and Oussat wa Sahel al Qyataa. Indicative topics of the training (to be further defined by the experts): <ol style="list-style-type: none"> a) Project management: key concepts; beneficiaries, objectives, results, activities; budget, timeline b) Proposal writing: needs identification; logical framework; stakeholder mapping; action plan; reporting c) Donor financial mechanisms - Translate selected training materials and/or guidelines to Arabic language. Selection of materials for translation will be done in coordination with international expert and ACCD team. <p>Output 3: Conduct training and coaching sessions</p> <ul style="list-style-type: none"> - Establish the training modality and dates together with the international expert: number of days, hours per day, distribution of content, practical exercises, concept note templates and so on. - Coordinate with international expert the delivery of the training - Specific coaching sessions will be dedicated to drafting full project concept notes (4 in total) <p>Output 4: Mapping of funding opportunities and donor workshop</p> <ul style="list-style-type: none"> - Map funding opportunities for the 4 projects; identify potential donors and development partners - Facilitate one donor workshop to present project proposals
<p>Deliverables</p>	<p>The expert will submit the following deliverables:</p> <ul style="list-style-type: none"> - Training materials - 4 final project concept notes and mapping of funding opportunities - Final report on the consultancy with recommendations, including training reports
<p>Reporting requirements</p>	<p>The expert will work hand in hand with the national expert and under the supervision of ACCD's Front Officer, Thematic Coordinator and Project Manager.</p> <p>When conducting trainings, the expert will collect participants' attendance sheets and draft workshop reports using the templates provided by ACCD.</p>



	The experts will hold weekly progress meetings with ACCD and submit brief notes on progress.
Minimum qualifications	<p>The minimum qualifications and skills of the expert are:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> - Higher education degree (Masters level) in Political Science, International Affairs and Development, Economy or related discipline. <p><u>Professional Experience:</u></p> <ul style="list-style-type: none"> - At least 8 years of proven successful experience in project proposal writing - 5 years experience as trainer in development contexts (preferably Lebanon and/or MENA region) - Having conducted 3 similar assignment in the last 5 years - Extensive knowledge of development programmes and international donor mechanisms; - Experience working with local governments will be an asset; - Proficiency in report writing; - Proficiency in English <p><u>Competencies:</u></p> <ul style="list-style-type: none"> - Autonomy, creativity, pragmatism and orientation towards results; - Reliability and professionalism: fulfilling obligations in a highly responsible manner; - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender); - Attention to details, proper information management; - Tolerance and adaptability.

Terms and Conditions

Period of the assignment	<p>40 days from the signature of the contract for a maximum period of 4 months from mid-June to the end of September 2022. Trainings will be delivered no later than the 15 of July. Donor workshops will be organised early September.</p> <p>Estimated days per output:</p> <ul style="list-style-type: none"> - Output 1: 7 days - Output 2: 10 days - Output 3: 15 days - Output 4: 8 days
Selection	<p>To be eligible for this assignment, the expert/firm submit an offer under ACCD requirements that will include a technical and a financial proposal.</p> <p>Technical proposal will contain:</p> <ul style="list-style-type: none"> - CV - Short method statement (maximum 3 pages)



	<ul style="list-style-type: none">- Sample training programme conceived and conducted previously by the expert- List of similar projects
Relevant contact details	Enric Ibarz (ACCD Front Officer, Tripoli): enric.ibarz@gencat.cat Otilia Hernández (Project manager, Barcelona): otiliahernandez@gencat.cat