

CONSULTANT TERMS OF REFERENCE

Name of Consultant:	To be completed later
Address :	To be completed later
Dates of Contract:	To be completed later
Number of Days :	Up to a maximum 12 days

Background and Project Aim

SIDC is a Lebanese Non-profit civil society organization established in 1987 and officially registered 9/AD in 1992. SIDC meaningfully engages vulnerable populations, to promote their health and well-being pertaining to HIV, Harm reduction, SRHR, and mental health, to support them in enjoying their human and gender rights, and to work towards an inclusive society free of stigma and discrimination at the national and regional level. SIDC ensures that vulnerable populations enjoy their health and human rights and fulfill their potential in a society free of stigma and discrimination.

“Nadoum Programme: Together for change; Sustaining HIV services in MENA” is a three-year (2022-2024) multi-country grant funded by The Global Fund to Fight AIDS, Tuberculosis, and Malaria, managed by Frontline AIDS as Principal Recipient (PR) and implemented by eight sub-recipients (SRs) – five national CSOs (in Egypt, Jordan, Lebanon, Morocco, Tunisia) and three regional networks. SIDC is the SR of the grant in Lebanon, implementing activities in close collaboration with the Lebanese AIDS Network Association (LANA) members¹.

The overall goal of the grant is to improve the provision of HIV services to people living with HIV (PLHIV) and key populations in the MENA region and is guided by the following six strategic objectives (SO):

SO1: Increase resource mobilization, technical and management capacity for KP organizations;

SO2: Develop, document, support, and promote the use of innovative and sustainable community-led service delivery models;

SO3: Advocate for increased domestic financing for quality HIV prevention, treatment, and care services for KPs through public health systems, community systems, or through social contracting;

SO4: Reduce structural barriers, including stigma and discrimination against KPs, and improve their access to health services and retention in care;

SO5: Document human-rights violations against key populations and provide ways of responding to them; and

SO6: Support processes and policy reforms towards the scale-up of comprehensive prevention programs for people who use drugs.

¹ The Lebanese AIDS Network Association (LANA), registered under a Lebanese law decree n 2638, is a national consortium of affiliated organizations working in the field of acquired immunodeficiency syndrome (AIDS) in Lebanon aiming at lowering the spreading of the virus, facilitating the access to care services, and providing reliable treatment to key populations, vulnerable societies as well as those living with HIV. LANA is involved in the implementation of the current multi-country interventions within the GF grant. LANA members include: SIDC, AIEM, Dar El Amal, Marsa, Oui Pour La Vie, Skoun, Vivre Positif, LebMASH, Lebanese Aids Society, SALAMA and Al Tajamoh/CCAA

Within the framework of Nadoum Programme, SIDC is seeking a consultant to develop contingency plans for LANA members.

The development of contingency plans for LANA members is of utmost importance. Contingency plans serve as crucial tools that allow organizations to proactively address unforeseen challenges and respond effectively to emergencies or unexpected circumstances. In the context of HIV, where the landscape of the epidemic can evolve rapidly, having well-designed contingency plans ensures that NGOs can adapt and continue providing essential services to vulnerable populations. These plans help organizations navigate various scenarios, such as disruptions in funding, changes in policy frameworks, natural disasters, or public health emergencies. By identifying potential risks, establishing clear protocols, and outlining alternative strategies, contingency plans enable NGOs to mitigate negative impacts, maintain program continuity, protect the rights and well-being of beneficiaries, and sustain their efforts in the fight against HIV in Lebanon. They also enhance organizational resilience, promote efficient resource allocation, and facilitate effective coordination with relevant stakeholders. Ultimately, investing in the development of contingency plans empowers NGOs to better respond to challenges, safeguard their missions, and ensure the continued provision of quality services to those affected by HIV in Lebanon.

Consultancy Details:

1. Objectives

The consultant will be responsible for developing comprehensive contingency plans for LANA members, ensuring that they are well-prepared to respond effectively to potential risks and emergencies.

The objectives of the assignment include:

- a. Assessing the existing risk landscape and identifying potential threats to LANA members.
- b. Conducting a thorough analysis of LANA members' operations, vulnerabilities, and critical functions to inform the contingency planning process.
- c. Identifying key stakeholders and establishing mechanisms for effective communication and coordination during emergencies.
- d. Developing a standardized template for contingency plans that can be tailored to suit each NGO's specific needs.
- e. Providing recommendations and best practices for risk mitigation, response, and recovery.
- f. Conducting training sessions and workshops for LANA members' staff on the implementation and maintenance of the contingency plans.

2. Scope of Work:

The consultant's tasks will include:

- a. Review relevant documentation, such as existing emergency plans, policies, and procedures, if available.
- b. Conducting interviews and consultations with key personnel from each LANA member to gather information on their operations, resources, and potential risks.
- c. Analyzing the collected data to identify critical functions, vulnerabilities, and risk factors.
- d. Develop a ToR for an emergency/safety focal point to be assigned by each member (the focal point will have a clear list of tasks and responsibilities including assisting in the development, update, and implementation of the contingency plan, conducting risk assessments and identifying potential hazards in the organization's operations and facilities, coordinating and providing guidance during emergency situations or crises, serving as a point of contact for staff and volunteers regarding safety concerns and inquiries, etc.

- e. Developing a comprehensive contingency plan template that includes sections on risk assessment, emergency response protocols, resource mobilization, and communication strategies.
- f. Customizing the template for each LANA member, ensuring that it reflects their specific context, resources, and priorities.
- g. Providing clear guidelines and recommendations for implementing and maintaining the contingency plans.
- h. Include a section on monitoring and evaluation of the contingency plans. Outline how the effectiveness and implementation of the plans will be assessed, including performance indicators, data collection methods, and reporting mechanisms.
- i. Organizing training sessions and workshops to train LANA staff on contingency plans in addition to crisis management, emergency response protocols, communication strategies, etc., while including simulation exercises to test their effectiveness.
- h. Drafting a final report summarizing the findings, recommendations, and proposed contingency plans for each LANA member.
- j. Drafting a final report summarizing the findings, recommendations, and proposed contingency plans for each LANA member.

3. Deliverables:

The consultant will be expected to deliver the following:

- a. Risk assessment report outlining potential threats and vulnerabilities for each LANA member.
- b. Tailored contingency plan template for each LANA member, including clear guidelines for implementation.
- c. Training materials and documentation used during the training sessions and workshops.
- d. Final report summarizing the findings, recommendations, and proposed contingency plans.

Duration of Assignment

The duration of this assignment shall not exceed **12 days** with effect from **25 August 2023** and concluding no later than **22 December 2023**.

Timetable

Project Components and Deliverables	Deadline	Days
<ul style="list-style-type: none"> • Risk assessment report outlining potential threats and vulnerabilities for each LANA member. 	30 September 2023	3
<ul style="list-style-type: none"> • Tailored contingency plan template for each LANA member, including clear guidelines for implementation. 	27 November 2023	5
<ul style="list-style-type: none"> • Training materials and documentation used during the training sessions and workshops. 	15 December 2023	2
<ul style="list-style-type: none"> • Final report summarizing the findings, recommendations, and proposed contingency plans. 	22 December 2023	2
TOTAL		Up to a maximum of 12 days

Qualifications and experience

The consultant should possess the following qualifications and expertise:

- Proven experience in developing contingency plans and risk assessments for NGOs or similar organizations.
- Strong knowledge of risk assessment methodologies and emergency response protocols.
- Proficient project management skills to coordinate stakeholders, gather information and develop contingency plans.
- Previous experience working with NGOs or within the non-profit sector, ensuring familiarity with the sector's unique characteristics, constraints, and complexities.
- Experience and understanding of HIV and the Lebanese context
- Excellent communication skills to convey complex concepts clearly and facilitate training sessions or workshops on contingency planning and crisis management.
- Ability to work independently and meet deadlines.
- The consultant might apply as an individual or as a consortium

Commitment to Quality Work

The Consultant shall use an evidence-based approach and ensure the highest standard of work and timely deliverables at every stage of this assignment. In particular, the Consultant shall ensure clarity of objectives and process during consultations; countercheck all facts and figures cited; ensure that the content and format of the deliverables meets the highest standard for such documents; and ensure proper editing and clarity. The contractual partner will not publish in any form the results of this assignment without prior written consent of the contractor. The contractual partner will be solely responsible for the professional quality of his/her/their work and the timely completion of the assignment.

How to apply

Interested consultants are requested to submit their applications using the following link:
<https://forms.gle/ujem3uhmhmYckj9r6>

The following documents need to be uploaded:

- Updated curriculum vitae highlighting relevant experience
- Technical proposal outlining the understanding of the assignment, proposed methodology, and work plan.
- Financial proposal indicating the daily or hourly rate and estimated number of days required for the assignment.
- Samples of previous work related to contingency planning

No later than: 15 August, 2023

Remuneration

The Consultant shall provide their expected daily rate. Evidence of rate history from previous consultancies in the past three years is required. The final amount will be agreed by all parties before a contract is issued.

Evaluation of the proposals

Received proposals will be evaluated using the following criteria:

Individual consultants will be evaluated based on a cumulative analysis methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- Having received the highest score out of a weighted set of technical and financial criteria.

* Technical Criteria weight – 80%.

* Financial Criteria weight – 20%.

Criteria	Weight	Max. Point
TECHNICAL QUALIFICATION (max. 80 points)	80%	80
Overall Response (20 points)		
Understanding of tasks, objectives and completeness and coherence of response		10
Overall match between the TOR requirements and proposal		10
Proposed Methodology and Approach (20 points)		
Quality of proposed approach/methodology		10
Quality of proposed work plan		10
Technical Capacity (40 points)		
Proven experience in developing contingency plans and risk assessments for NGOs or similar organizations, ensuring familiarity with the sector's unique characteristics, constraints, and complexities.		10
Strong knowledge of risk assessment methodologies and emergency response protocols.		10
Experience and understanding of HIV and the Lebanese context		10
Fluency in English (written and spoken), knowledge of French and/or Arabic is an asset.		10
FINANCIAL PROPOSAL (max. 20 points) (daily rate, lump sum, per deliverable)	20%	20
TOTAL SCORE (max. 100 points)		

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget and will determine whether the costs reflect a clear understanding of the assignment requirements. A contract will then be offered to the selected consultant.