

## TERMS OF REFERENCE

### ***Facilitator –IHL Centre-Lebanon Evaluation and Planning Session***

#### BACKGROUND

The Diakonia International Humanitarian Law Centre (IHLC) promotes respect for the laws of war through independent research, advice, and advocacy. The Centre's Lebanon-based team combines in-depth analysis of the conflict in Syria and the region with capacity development and advice for humanitarian actors. It engages with humanitarian organisations, governments, state armed forces, civil society, and other stakeholders to raise awareness and share knowledge about international humanitarian law (IHL).

#### SCOPE OF WORK

In light of the upcoming new programme cycle and the development of a draft work plan, the IHL Centre in Lebanon would benefit from a two-day in person planning session to be held in Beirut between August and mid-September 2021, dates to be confirmed. The activity would focus on the application of the new programme cycle for 2022-2024 and on ensuring that the work plan of 2021 bridges into the new phase of the programme.

#### DELIVERABLES

In coordination with IHLC Programme Manager and Officer, the consultant is expected to provide the following services and content:

- Analysing key programme documents, as well as past cycle's activities and their impact to capitalize on them through the transition into the new programme cycle.
- Innovatively and dynamically unpacking the theory of change of the new programme cycle in order to strategise priorities and rolling out of activities across the rest of 2021 and the following three-year cycle.
- Developing the programme of the two-day-long planning session, in addition to conducting it in English.
- Identifying and analysing potential opportunities and obstacles with a view to articulating assumptions and adopting mitigation strategies.
- Developing mid-term evaluations and adjustments of the work plans.
- Providing programme management advice geared towards the development of a detailed work plan, based on identified priorities and measurable objectives, for the rest of 2021 and the following three-year period, with emphasis on 2022.
- Drafting and submitting a final report detailing the developed draft work plan and key recommendations.

#### QUALIFICATIONS

##### Essential profile:

- University degree in social sciences or a related area. A post-graduate degree in project management related fields would be an advantage.
- At least ten years of proven relevant professional experience in international programmes related to research, advocacy and education.

- Substantial experience in planning and evaluating, research driven advocacy and education programmes.
- Strong understanding of political, socio-economic, and human rights issues in the countries covered by the IHLC Lebanon programme, namely Syria, Yemen, Iraq and Lebanon.
- First-hand experience working with relevant international stakeholders in the region, such as donors, humanitarian and diplomatic communities, INGOs, local NGOs and armed forces and groups.
- Excellent drafting and report writing capacities.
- Highly motivated and committed to the values of inclusion, transparency and integrity.
- Availability to carry out the work in early September 2021.

Desirable experience:

- Experience in programme management of grants funded by SIDA.
- Familiarity with international humanitarian and human rights law.
- Experience in results-based programmes/project management approach.

WORKING LANGUAGE:

- The working language will be English.

TIMEFRAME

Up to Seven (7) working days, including Two (2) days for the planning session. The assignment does not require nor cover international travel.

CONTRACT TYPE

Short term consultancy contract.

APPLICATION & CONTACT INFO

The consultant(s) shall submit their proposals including the following documents in English Language:

- CV & motivation letter.
- Names and contact info of at least three professional referees.
- Technical proposal, detailing methodology and including a skeleton of programme for the planning session.
- Competitive financial proposal.

Applications failing to include all of the above documents will be automatically excluded.

The application pack should be sent to Ms. Soha Assy, Program Officer, [soha.assy@diakonia.se](mailto:soha.assy@diakonia.se), by 9 August 2021, at 5 pm Beirut time. Selected candidates will be notified within three weeks from the application's closing date.