



Terms of Reference (TOR) **Request for FGD expert**

The René Moawad Foundation has zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

RMF considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

Project title:

Inception phase to Address Child Labour in Greater Beirut and the Bekaa Areas

Project Objective:

The proposed project constitutes a learning opportunity from RMF's previous intervention to combat child labour in agriculture in Bekaa.

Project Duration

6 months (1 February 2024 – 31 July 2024)

Scope of work

In this upcoming activity, the expert will conduct/moderate 4 Focus Group Discussions and 1 dissemination of results workshop in the Beqaa region, and the data will be analyzed and structured in a report about the findings and results.

Deliverables

- The selected expert will be committed to providing the following:
- Conduct in-person FGDs with 40 children and 30 caregivers.
- Develop a set of questions containing open and closed-ended questions aiming at assessing the causes for sending children to work.
- Submit final report at the end of this activity highlighting the findings and recommendations in English language.

Qualifications

The expert wishing to be considered for the services described herein should have the following qualifications:

- Academic Qualifications: BA in social sciences or any related field.
- Years of experience: Minimum of 5 years of relevant experience
- Technical experience: Proven experience in carrying out similar activities

Competencies

- Fluent in English and Arabic.
- Good Knowledge in preparing detailed reports about the conducted activities.
- Previous knowledge/experience in Beqaa dynamics.
- Willing to conduct FGDs and Dissemination workshop physically (precisely Beqaa)

The expert should provide the following:

- CV
- Financial offer
- Portfolio or List of similar projects implemented

Professional Standards

- All RMF staff are required to adhere to the RMF policies and practices with respect to child protection minimum standards, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

Deadline

Thursday 29 February 2024

Type of Call

Call for Consultancies

Duration:

12 days

Payment terms

The Expert is expected to complete and submit:

- the approved deliverable
- relevant invoice and timetable

to be able to process the payment

If the above information, especially **(the financial number)** is not included, RMF shall deduct the due tax (7.5%) in accordance with the provisions of Articles 41 and 42 of the Income Tax Law.

Quotation Template

Task	# of working days	Daily rate (\$)	Total Rate
Conduct FGDs with previous and new children	2		
Conduct FGDs with previous and new Caregivers	2		
Analyze FGD results and disseminate findings	8		