



Project funded by the European Union

Terms of Reference

Post: Coordinator for awareness campaign (Independent/ Body)

Component Result: R_2_A1_ Realization of Awareness campaign

Project: Improvement of Development Process and Local Governance in the Municipality of Tripoli

I. Introduction

The Municipality of Tripoli received on the 15th of January 2016 a grant from the European Union (EU) to realize the project” *Improvement of Development Process and Local Governance in the Municipality of Tripoli*” over a period extending to 48 months that included 2 extension periods of 6 months each. ***The overall objective*** of the project is to improve the institutional and operational contribution to governance and development process in the Municipality of Tripoli. ***The Specific objectives*** of the project are to improve access in Bab El Tabbane, Jabal Mohsen and El Ghouraba to basic and adequate social services on a sustainable basis. All three communities will benefit from a positive impact on different levels especially on Health, Education, Job Creation and awareness levels. Five Expected results derive from the project.

II. The project

The project derives from four basic facts advanced by the Municipality of Tripoli:

1. The local authority and civil society are in need for capacity building,
2. Health is a fundamental human right and should be available to all people regardless of gender, social class, ethnicity and age,
3. Job opportunities are very limited due to the deficiency of educational skills,
4. Recreational activities allowing the cohesion of the dissimilar zones allow a better synergy.

The project aims at enhancing the Municipality of Tripoli's capacity to effectively deliver public services and in particular, responding to specific health problems affecting the population of the targeted area like: 1) anemia, scabies and lice because of lack of hygiene; 2) diarrhea, malnutrition and typhoid due to water and vegetables pollution; 3) scoliosis due to high humidity levels; 4) flu because of lack of regular medical consultancies and because the near governmental hospital has no capacity to receive the enormous demand of

consultations and health services. No need to mention here that some local NGOs are providing medical services to the patients, but mainly based on availability of services and sometimes based on political affiliations.

Ten Health care centers operating in the project area were equipped and furnished based on a realized assessment.

In addition, the project consists in conducting an awareness campaign in close collaboration with the existing healthcare centers and active participation of the existing schools in the targeted areas to promote the concept of hygiene in the deprived areas and disseminate a new strategy to tackle the problem of overcrowding of solid waste raised recently at national level, by sorting the waste from the households. The women will be involved in this approach as they are the main target and owner of this strategy. The health care centers as well as the community center will be the platform to disseminate the information, knowledge and necessary tools to address that issue. Also, Awareness campaigns in health care and of drugs addiction should be implemented in coordination with the Ministry of Social Affairs and Ministry of Public Health.

An awareness campaign was realized in 18 public schools of the project area on different components: sorting from the source, personal hygiene and drugs. Awareness facilitators were trained on conducting awareness campaign and activities on sorting from the source and personal hygiene depending on the school levels. They realized the awareness in cooperation with the health supervisors of schools. Different tools were used during the awareness adapting to the age of students. More than 130 containers for recyclables will be distributed by the municipality of Tripoli in cooperation with UCF among the involved schools in order to collect the recyclables separately and to minimize the number of recyclables reaching the landfill. Moreover, hygienic kits will be distributed among the students to emphasize them on the importance of a proper hygiene. The awareness campaign ended by a closing ceremony.

The Municipality of Tripoli plans to realize a second awareness campaign during the educational year 2019-2020.

III. Tasks

The Expected Result (2) of the project consists of improving the health services of existing Health Care Centers addressed to all inhabitants (in particular for disadvantaged categories such as the Children, Women and Elderly people in targeted areas).

For this purpose, the Municipality of Tripoli is seeking to contract a short-term local expert to coordinate an awareness raising campaign addressed to public schools, health care providers and SDCs and perform the following tasks in coordination with the project team:

- Design the awareness raising campaign methodology including expected results, planning (draft and final), methods–competitions, training PowerPoint and videos, storytelling etc.- and materials needed.
- Update the list of the public schools (number of students, age range, gender, availability of theater, address of schools, etc.) where the awareness campaign will be realized
- Follow up, coordinate and supervise the work of the awareness raising facilitators.
- Monitor the Execution of the campaign in public schools and health care providers of the project area
- Realize meetings with the concerned bodies (public schools, health care providers, steering committee and SDCs) as necessary.
- Assist in elaborating Awareness raising materials (brochures, posters, storytelling, videos, etc)
- Disseminate the campaign and the project over the social media.
- Follow the rules of visibility and communication imposed by the project in all activities.
- Assist in the distribution of any material and kits of the projects to schools
- Elaborate an integrated report at the end of awareness raising campaign including a description of the activities implemented, methodology, the updated table of the schools' assessment, the outcome, recommendation for future capitalization, good quality pictures of the campaign, etc.)
- Assist in realizing the closing ceremony for awareness campaign

IV. Contract duration and contract ceiling

- The contract duration is three months and will start on the day of its signature with the Municipality of Tripoli and after coordination with the project team.
- The maximum number of working days that the expert is expected to spend during the duration of his contract is: 10 Days
- The ceiling of the contract is: 2500 Euros

V. Evaluation of proposals and award of the contract

Proposals will be evaluated by the concerned committee. Methodology and CV will have a grade over 80 and the financial offer will have a grade over 20. The total evaluation grade of the expert will be the sum of the two grades and over 100.

VI. Dependence

The professional local expert will report to the Project Coordinator and will coordinate his/her work with the project team and the activity-based committee. All training materials (tools, PowerPoints, videos, storytelling) should be approved by the project team and the activity-based committee.

VII. Deliverables

The following deliverables are requested from the local expert:

- The awareness raising campaign methodology including expected results, planning (draft and final), methods—competitions, training PowerPoint and videos, storytelling etc.- and materials needed.
- The list of the public schools (number of students, age range, gender, availability of theater, address of schools, etc.) where the awareness campaign will be realized
- Timesheet for each facilitator (showing schedule, number of days, venue, etc.) signed by facilitator and coordinator.
- Minutes of meetings with the concerned bodies (public schools, health care providers, steering committee and SDCs).
- Excel Sheet (showing the name of school, the name of director, the number of kits received by the school, the name of the facilitator, etc.) signed and stamped by the school's director, signed by the facilitator and approved by the coordinator.
- Elaborate an integrated report at the end of awareness raising campaign including a description of the activities implemented, methodology, the updated table of the schools' assessment, the outcome, recommendation for future capitalization, good quality pictures of the campaign, the closing ceremony, etc.)

VIII. Education/Professional experience and skills

The candidate should have:

- An academic degree, preferably in social science with previous professional experience on raising awareness on public health and sorting from the source
- Previous experience of Work with municipalities, NGOs and organizations is an additional asset
- Experience in designing communication materials and using social media.
- Oral and written strong communication skills.
- Facility for interpersonal relations
- Fluency in both Arabic and English languages are a must (fluency in French is an additional asset).

IX. Submission of proposals

Interested experts are invited to submit their proposals in two components, a technical part and a financial part. Each of the two components should be placed inside a separate sealed envelope showing on the outside the title of the component (Technical or Financial). The two envelopes containing the technical and financial parts

should be placed inside one main envelope. The main envelope should be submitted sealed and should show on the outside just the project name as follows:

Project: Improvement of Development Process and Local Governance in the Municipality of Tripoli

Coordinator for awareness campaign

Any other sentence, mark, sign or logo shown on the outside of the main envelope that may refer to the identity of the expert presenting the proposal will lead to discarding the proposal.

The technical proposal should contain:

- Name and Coordinates of the expert presenting the proposal.
- Copy of the registration of the expert at the Lebanese Ministry of Finance
- Copy of the university degree
- The Expert CV that highlights the expertise needed in the TORs.
- An elaborated methodology of work (maximum 2 pages) where the expert explains the approach s/he will undertake to implement the proposed tasks.
- A Gantt chart of the proposed schedule of activities
- In case the applicant is a CSO, a complete file showing that the CSO is working in the targeted area, together with a detailed proposal, report of its activities in the same field of activity proposed in the action and a financial report for the past three years should be attached also to the proposal.

The financial proposal should contain:

- A financial offer including the expert expected dues for the whole intervention in Euros.

All proposals should reach the Municipality of Tripoli, Tall Square, Tripoli-Lebanon not later than 12:00 noon of day 2/9/2019

Expression of interest and requests for clarifications, should be addressed in writing by e- mail to the following mail address: idl.g.tripoli@gmail.com

Proposals sent by e-mail will be discarded.

X. Settlement of the expert dues

The expert's dues will be settled, after receipt and acceptance of his/her deliverables and against an invoice submitted to the Municipality of Tripoli at the end of his/her contract.