

**Terms of Reference**

**Role: Consultancy: Senior Market Policy Advisor**

**Supervisor:** Food Security and Livelihoods Program Manager

**Timeframe of the assignment:** March 2021 – June 2021

**Location:** Urban locations in Beirut-Mount Lebanon (in person required)

**Date of TOR:** 23 February 2021

**Background**

Sufficient and secure basic incomes are essential if parents and caregivers are to meet their children's daily needs and invest in their futures. Livelihoods have to be reliable enough so that families can obtain food, clothing, health care, shelter and other necessities for their children, and keep them safe, while having the scope and confidence to save and spend for their learning and other development needs, including in times of stress and crises. These expenditures are key to reducing childhood deprivations and achieving the rights of all children.

Save the Children Lebanon (SC) places the achievement of better outcomes for all children at the center of our livelihoods work. We aim for this by focusing on building sustainable child-sensitive livelihoods based on both market needs and household economy analysis baselines. Child sensitive livelihoods minimize potential harms for children and maximize positive outcomes in three Breakthrough Goals: Survive, Learn and Be Protected. This ensures that the rights of children are intentionally pursued and maximized.

Small businesses are the backbone of the Lebanese economy, with 95% of registered businesses categorized as Micro, Small, or Medium Enterprises (MSMEs). Lebanon is also notable for its large number of informal or nonregistered MSMEs, estimated at over 80% of the market. This extremely high level of informality is often linked to the challenges of doing business in Lebanon, ranked 130 of 180.

In the context of Lebanon’s economic crisis, the COVID recession, and the Beirut Port explosion, SC is providing business continuity grants and services to MSMEs in Beirut; however, market system bottlenecks also exist. In order to address these bottlenecks, SC is seeking a Senior Market Policy Advisor to lead the support to subnational authorities such as municipalities or chambers of commerce, or other key market actors, to foster a positive policy environment for market recovery or improved urban food security. Where feasible, this will include market-responsive economic development planning with municipalities utilizing global SC approaches such as Public Investment in Children.

**Scope of the consultancy**

The Senior Market Policy Advisor will co-lead on the selection of entry points and design of medium term solutions for local economic development that supports the MSME policy environment. Priority areas for solutions will include (a) the capacity of authorities or key market actors to encourage and utilize Lebanese agricultural products for local consumption; (b) easing the policy, regulatory, and administrative constraints facing MSMEs to doing business that will reduce the cost of doing business and increase trust in subnational authorities; or (c) in coordination with the private sector, authorities can deliver essential services to MSMEs and private sector more effectively. These categories are not exhaustive. Specific locations, target partners, and actions will be determined together with the SC Technical Advisor based on a stakeholder analysis and risk assessment.

The consultant is expected to lead on the data collection and desk review to present key considerations to the SC team, identify priority actions for maximum effectiveness, and act as lead interlocutor with the public or private sector national partner(s).

**Responsibilities**

*Task 1: Inception report and data collection*

* An inception plan will detail the revised proposal workplan for the duration of the consultancy, including full methodology of the assessment and description of tasks of assistants or enumerators, as needed. Any support requested from SC to conduct the assessment should be agreed and scheduled at this stage. Working closely with Save the Children’s technical team (FSL, MEAL, and Operations as needed) the consultant will then revise existing or develop new questionnaires, checklists and other tools that will be used to collect information from the various stakeholders such as private sector syndicates, associations or chambers of commerce; MSMEs; and governmental stakeholders
* Conduct desk research to develop a preliminary understanding of the key stakeholders in both public and private sectors who could act as gatekeepers for local economic development and ease of doing business for MSMEs.
* With the Operations team, conduct any field research or data collection needed to fully understand the self-interest of key players. The consultant is free to select any mix of approaches suitable for each task within the allotted timeframe, in full coordination with the TA. It is expected that the approach would be mixed methodology, and the applicant is expected to fully detail their approach in their bidding documents. Any forms and/or questionnaire used during the evaluation are to be developed by the consultant, reviewed and accepted with full coordination with the TA during the inception report stage of cooperation.

*Task 2: Analysis and design of program actions*

* The consultant will consolidate and analyze outputs of the field study and present the key findings in the form of a workshop delivered with SC staff. The consultant will present at this analysis workshop a preliminary stakeholder analysis and risk assessment, which will be discussed and developed during the workshop.
* Design of potential program entry points and programmatic choices will be delivered during the workshop for discussion and preliminary planning. These actions may include drafting policy, advocacy with local authorities, facilitation of the establishment of local facilities such as incubators or financial services, scaling up of existing logistics/supply chain/cold chain infrastructure, GIS or database development, or any other action identified as a catalytic support to the MSME policy environment.
* A detailed mapping of the potential results, feasibility, resources, timeframe, and risk should accompany each recommended action.
* Timeframe for the actions may exceed the timeframe of the assignment, in which case the action plan should enumerate the consultant’s deliverables under the scope of the action plan.

*Task 3: Lead on delivery of action plan*

* Following agreement with the FSL PM and TA, the consultant will submit a written report on the timeframe of each agreed action and deliverables.
* The consultant will be the responsible party for implementing the actions. This requires them to act as a representative of SC for the duration of the actions, and collaborate with the PM for all timeframes and resources needed, particularly if constraints or challenges are faced.
* In the event that additional human resources are available in a supporting role, the consultant will be responsible for any capacity development or coaching of this staff.

*Task 4: Final report*

* A written report detailing the objectives, targets, progress, and results of each action will be delivered at the end of the consultancy period. This will accompany a final presentation on the results of the actions, and any recommendations for future actions, or future follow up by SC staff.
* If needed, a handover of pending actions will be scheduled with the head of sector.
* The final report will include annexed all desk review and reports; names, affiliations and contact information for all KIIs and FGDs with original, cleaned data; photos and case studies of progress with at least 1 key stakeholder.

**Deliverables**

All deliverables will be validated by the Technical Advisor and approved by the FSL PM before considered complete. Coordination of all activities with the Social Protection and Livelihood Technical Advisor is required.

The consultancy will take place over a period of four months (March - June 2021) for a maximum of 50 billable days following the tentative schedule below.

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|  | **Deliverable** | **Indicative timeframe** |
| 1 | Inception report on the revised work plan for the consultancy period, including methodology for each section and outline of tools to be developed | 10 working days after signing contract |
| 2 | Desk review submitted; tools or questionnaires to be utilized for qualitative methods; finalization of enumerator training as needed; data collection | 10 working days after signing contract |
| 3 | Delivery of a comprehensive draft analysis and design of program actions to SC for comments and discussion | On or before 31 March  |
| 4 | Delivery of actions in line with agreed timeframes | April - June 2021 in accordance with agreed action plan |
| 5 | Pre-final draft report for discussion and comment  | On or before 30 June 2021 |
| 6 | Delivery of the final report and presentation of recommendations in a programmatic choices workshop | During or before the first week of July, pending agreement with SC on the final draft  |

**Required competencies**

The successful candidate will have the following required qualifications:

* Advanced university degree in economic policy, financial markets, or related field
* Senior level professional experience in market policy development or advisory capacity for either private or public sector
* Experience working with humanitarian agencies is preferred and should be submitted with the application.
* Knowledge of cross-cutting issues and relevant approaches for the project such as child protection and child rights, as well as conflict sensitivity and gender transformative approaches. This must be demonstrated in the application.
* Demonstrated knowledge of Public Investment in Children or other social policy approaches to market engagement are considered a strong added value.
* Excellent communication skills in English and Arabic
* Proven experience with M&E methods and approaches (including quantitative, qualitative and participatory), information analysis and report writing
* Good inter-personal and teamwork skills, networking aptitude (the consultant will contact various actors and stakeholders of the project)

**Evaluation Criteria**

Interested bidders will be selected based on the below criteria:

Essential Criteria “Bidder to provide the below documents”:

* Bidder’s registration in Lebanon: submit copies of company registration and Tax Certificate if applicable; or a permission from the relevant authorities to trade in that market (in case of individual consultants).
* Bidders to submit copy of I.D.
* Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct The bidder should Read and sign T&C in Bidder response document
* Bidders must provide a proof of expertise in similar tasks, at least 02 letter of reference from governmental bodies or International or Local organizations within the last 02 years.
* Bidders must provide copy of individual CVs along with degree and certificate.
* Bidders must provide at least one sample of a report conducted by bidder similar to the nature of this project.

Technical Criteria (60%) “Bidder to provide the below documents”:

* Quality of proposal (level of effort/details put into proposal and level of understanding of assignment scope). (15%)
* Methodology (approach) and the extent to which the proposed sample covers all concerned stakeholders). (15%)
* Candidate profile (the strength and relevancy of the candidates’ academic background and technical and evaluation expertise). (10%)
* Timeline for delivery of final reports (20%)

Financial Criteria (40%)

* Total Price: Bidder’s prices demonstrate a financially advantageous position for SCI. (40%)