**Terms of Reference**

**Researcher:** **- “WASTE or RESOURCE?”**

May 2023

**Description:**

The project “WASTE or RESOURCE? – Enterprises and municipalities’ environmental and social responsibility” is financed by the Italian Agency for Development Cooperation (AICS), in partnership with CELIM, Cesvi, Oxfam Italia, Oxfam GB, Ingegneria senza Frontiere Milano e Politecnico di Milano, and the Municipalities of Hasbaya and Chebaa.

The overall objective of the project is to contribute to reducing the negative impact of air, soil and water pollution and contamination in Lebanon on health and the environment. This impact will be reached over the course of 3 years by developing models of environmental and social responsibility with reference to the management of municipal solid waste in municipalities and MSMEs in the Governorates of Nabatiye and the South. The overall objective will be achieved through the attainment of 3 key results: the improvement of the solid waste collection, treatment, and disposal systems in the municipalities in the Hasbaya district (R1; R2); the promotion of the productivity, innovation, sustainable production and consumption and creation of decent jobs for 20 MSMEs in the waste value chains in the districts of Hasbaya, Saida and Tyre (R3).

**Job Description**

Within the framework of this project, Oxfam is looking to hire a **Researcher** to:

Carry out research to investigate the working conditions in the waste sector in Lebanon, with a specific focus on Hasbaya and Chebaa, and provide programmatic and policy recommendations to ensure relevance of the intervention.

The research aims to investigate the factors and underlying reasons that impede access to Dignified working conditions. These factors encompass issues related to contracts, minimum wage, working hours, annual leaves, discrimination, harassment, NSSF and inadequate welfare.

Additionally, the researcher should analyze the extent of informality within the sector and assess compliance with minimum standards of workplace safety and health.

**Expected Deliverables:**

The researcher is expected to deliver the following:

* Submit an inception report, including a detailed methodology and data collection tools (KIIs and FGDs)
* Conduct a literature review of relevant published articles, reports, databases, and official records, Laws, precedents.
* Carry out at least 8 key informant interviews with project focal points and livelihood sector focal points
* Carry out at least 10 focus group discussions with job seekers, employers, informal workers, and business owners in Hasbaya and Chebaa
* Submit clean, transcribed data sets
* Analyse collected data, and generate themes
* Submit drafts of the research report to Oxfam for revision (rounds of revision will depend on quality of the report)
* Submit a final draft
* Participate in implementing the research dissemination plan

The consultant is expected to work closely with the Oxfam Policy team and the Program Manager.

**Qualifications and Required Expertise:**

* Bachelor’s degree in related areas relevant for the assignment or equivalent work experience.
* Full proficiency in English and Arabic.
* Minimum of 5 years’ working experience and strong background in developing methodologies and research work, situational analysis, contextual studies, and similar publications including collection and interpretation of quantitative and qualitative data.
* Demonstrable report writing skills and experience, proven analytical and facilitation skills with emphasis on clear and actionable recommendations.
* Strong knowledge and extensive familiarity in the Lebanon and MENA contexts.
* Experience in the use of participatory and gender sensitive assessment/research methodologies.
* Strong experience with data collection methods, data management, and analysis.
* Knowledge in Lebanese laws and work-related matter.

**Timeline:**

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|  | January 2024 | | | | February 2024 | | | | March 2024 | | | | April 2024 | | | |
| Type of deliverable | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |  |  |  | 1 | 2 | 3 | 4 |
| 1. Inception report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. literature review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Data collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Analysis of qualitative data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. First full research draft |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Revised research drafts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Payment and instructions for interested consultants**

Payment will be done in one instalment upon Oxfam’s approval of the final report.

Note that payment will be made based on the budget in the offer (not based on actual expenses incurred by the consultant). No receipts will be requested from the consultant towards the end of the contract.

**Codes of Behaviour**

The process will be directed by Oxfam’s guidelines for the ethical conduct of evaluations and research, guiding the team of consultants through careful consideration of the key ethical implications at every stage of the harvest. These guidelines are available at this link: http://policy-practice.oxfam.org.uk/publications/undertaking-research-with-ethics-253032

**Sharing and Using Findings**

The final report will be shared internally with Oxfam staff and affiliates. It will also be shared externally with relevant actors and organizations. Generated data will be used to inform Oxfam’s programmes in Lebanon.

**Disclosure**

Although free to discuss with the authorities on anything relevant to the assignment, under the terms of reference, the consultant is not authorized to make any commitments on behalf of Oxfam. All data collected as part of this consultancy belongs to Oxfam and public dissemination of the data and findings and recommendations can only be done with the written consent of the Oxfam.

**Expression of Interest (EOI):**

Oxfam invites EOI from individuals, with the experience and skills described above. The EOI must include:

1. CV for the consultant/company;
2. Technical proposal
3. A maximum 2-page document outlining similar previous consultancies (along with an explanation of the purpose of the consultancy, who the contracting authority was)
4. A one-page budget of the offer, covering all major anticipated costs (see section above on what costs should be included in the offer);

Please submit the EOI and other documents by **Monday, January 29th midnight** at the latest, to Lebanonprocurement@oxfam.org.uk with “Researcher – Waste or Resources” in the subject line.