



bioforce

ASSIGNMENT

CONSULTANCY TO SUPPORT THE DESIGN OF A COORDINATION MECHANISM FOR CSO'S IN TRIPOLI

Date of offer	11.10.2021	Apply by	15.11.2021
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BIOFORCE. EMPOWERING HUMANITARIANS. We believe in a world where the needs of people affected by crises are met by committed professionals providing adapted and high quality aid. We are a humanitarian organisation that works in the preparation and response to crises relating to conflict, natural catastrophe, and epidemic. We provide solutions to enable vulnerable populations to have access to efficient and high-quality aid through training, accompanying and structuring of humanitarian actors.

PROJECT BACKGROUND AND DESCRIPTION.

Tripoli, the second largest city in Lebanon, is currently hosting more than 200,000 refugees and facing major challenges affecting the host communities who already are suffering at both economic and security levels.

The project “Strengthening the capacities of Local Stakeholders of Tripoli for an optimal crisis response” executed by the consortium led by Bioforce, in partnership with Group URD and North LEDA aims to empower local stakeholders by reinforcing their recognition and their ability to better respond and manage recurrent crisis affecting their territory. The project specifically aims at enhancing the capacity of local CSOs and the Municipality to lead a collective, coordinated and appropriate humanitarian response.

In the framework of this project, Bioforce is supporting Tripoli CSOs both in their organizational and collective development. This includes a support to the set-up of a local coordination mechanism between all CSOs of the Northern Governorate.

During the organizational self-assessment implemented by the 17 CSOs part of the project, the lack of coordination between different stakeholders on the Tripolitan territory was clear and highlighted.

According to the majority of CSOs the coordination is a need and a necessity especially considering that the sectorial coordination groups in the city are numerous but not very effective.

For this purpose, a workshop was organized gathering around 15 CSOs from North Lebanon to support them in the identification of any collective actions to improve the work among their group, in particular to address coordination matters. During the workshop attendees expressed their will to coordinate and to support the initiation of a coordination network with special attention to the governance and leadership aspects of this network to ensure its survival and sustainability.

OBJECTIVES OF THE ASSIGNMENT.

Based on the above, an expert in networks' support is needed to develop, in close consultation with the current steering committee of the future network, the institutional form of a coordination structure in terms of mandate, objectives, governance and operationality, accountability and mechanism.

At this stage of the process, it is only expected that the expert proposes 3 possible models encompassing the needs expressed by the CSOs. The institutionalization will be handled during a later phase

SCOPE OF WORK.

Scope of the work of the consultant

1. **Carry-out a mapping of 3 existing coordination networks** (Tashbeek, British Council +1) in Tripoli and review of the current set-up and challenges faced with special attention to LHDF in Beirut (Lebanon Humanitarian & Development NGOs Forum), the NGOs platform of Saida and a NGO coordination in Burj Hammoud (Beirut).
2. **To meet and discuss with already identified stakeholders and hold meetings and discussions** with them:
3. **Facilitate a workshop** with our NGO's. The purpose of the workshop will be for our NGO's to discuss and agree on the type of structure and the governance model for the future network based on the proposed models.
4. **Draft a document** including strategy (mission, vision, mandate) coordination mechanism, synergies with other coordination groups, management, and path to comply with legal aspects.

Expected deliverables and outcomes

- A note on the methodology and process should be submitted within 5 days after signing the contract.
- Findings on existing coordination networks including mandates, governance structure, and challenges.
- Short report on the meetings with the different stakeholders and suggestion of 3 network models that could be implemented by the network in Tripoli (including the legal status that could be adopted).
- Training material for the workshop to present and validate a network model.
- Final report that includes a strategy paper and a detailed action plan for the next steps of the coordination network.

REQUIREMENTS.

- Advanced university degree (Masters and equivalent) in management, political sciences, public administration, international relations, or related field.
- Knowledge and demonstrated experience in networking and coordination mechanisms.

- Knowledge of CHS
- Extensive knowledge and understanding of Lebanese NGOs' reality, their contexts of intervention and international coordination bodies active in Lebanon.
- Excellent analytical and conceptual thinking.
- Good interpersonal and communication skills.
- At least 2 similar assignments in the past 3 years, preferably in Lebanon.
- Knowledge of the principles of policymaking as well as strategic planning.
- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender).
- Proficiency in English and Arabic (French is an asset).

HOW TO APPLY.

Candidates wishing to apply for this assignment are required to submit the following:

- Resume to demonstrate their qualifications
- List of similar assignments during the past 5 years, preferably in Lebanon (samples will be requested from candidates invited for the selection process).
- 3 contact/references in relation with the subject of these ToR's (National and international references)
- Technical Proposal (around 5 pages) of the suggested methodology including number of days and timeframe.
- Financial proposal (signed) that includes a global budget for all the expected expenses.
- Proposals will be reviewed on rolling basis.
- Proposals to be sent **IN ONE SINGLE COMPRESSED DOCUMENT** to recruitmentlebanon@bioforce.org with "Institutionalization of a coordination structure for CSOs in Tripoli" in the Subject line.

Incomplete proposals will not be considered, and early submissions are encouraged and only those selected for interviews will be contacted.