

TERMS OF REFERENCE

Section A

Title:	Consultant to support Beirut Municipality to roll out the PSEAH policy developed in 2022 and its reporting channels.				
Duty Station:	Beirut	Type of Engagement:	Consultancy contract		
Request for:	Field Operations and Humanitarian Affairs	Supporting Beirut Municipality's partial to roll out the PSEAH policy developed in 2022 and its reporting channels			
Requesting Section:	Field Operations	Focal Person:	Sonia Butris Ilias, Program Specialist and Farah Hammoud (for Technical Support)		
Budget Year:	2024	Funding Code:	2490/A0/08/880/006/002	SM230239	
Start Date:	1 st February 2024	End Date: (when extension, enter new end date)	15 th April 2024	Number of Days (working):	12
Included in AWP/RWP:	Yes	<p>Output 7.2.2: (Local Governance & Child Poverty) Local authorities (municipalities and unions) in coordination with UNICEF partners and relevant agencies are supported to design, budget, and implement evidence-based local plans and programs for the most vulnerable children, adolescents, youth and their families</p> <p>Activity A.7.2.2.d.2: PSEA policy replicated to all Municipalities (national level, legislative reform) and rollout of Beirut reporting mechanism (ACTIVITY GROUP A.7.2.2.d)</p>			
Work Assignment:					
<p>Sexual Harassment, and sexual exploitation and abuse are among the most prominent forms of gender-based and sexual violence that women face in different aspects of their lives with grave consequences to health, security, psychosocial and socio-economic well-being.</p> <p>Sexual harassment, sexual exploitation and abuse are considered underreported everywhere in Lebanon because of its sensitive nature, lack of trust in formal systems, fear of one's safety, the inherited social norms, victim-blaming culture, the impunity for misconduct culture and the economic dependency.</p> <p>Lebanon has made evident progress to tackle this problem, most notably through passing Law No.205 in December 2020. The new law criminalizes sexual harassment and penalizes perpetrators, protects the victim and any witness who testify against the abuser, and provided for the establishment of specialized fund at the Ministry of Social Affairs (MoSA) to cater for the different needs of victims for support.</p> <p>In this context, UNICEF has actively contributed to the implementation of this law in Lebanon and the dissemination of its provisions among relevant stakeholders and the general public; whereby we have worked with Beirut Municipality since 2021 on development of PSEAH policy in line with the new sexual harassment law and other relevant laws and procedures.</p>					

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The Municipality of Beirut PSEAH Policy and its reporting mechanism were prepared following a comprehensive review of international norms and standards relating to sexual harassment, sexual exploitation, and sexual abuse, along with relevant aspects of the Lebanese legal framework. This included laws relating to, *inter alia*: sexual harassment, sexual exploitation, and sexual abuse; the obligations of civil servants; mandatory reporting; whistle blower protection. During the process of preparation of this policy, we have reviewed some organigrams, circulars and regulations emanating from the Municipality of Beirut.

Integral to the contextualisation process were the ongoing consultations with key stakeholders, including the Governor of Beirut to understand the structure, functioning and culture of the Municipality of Beirut, which in turn assisted in defining the implementation modalities as well as identifying remaining gaps. Following the launching of this policy, a PSEAH core group committee was established within the Municipality to follow on the roll out process.

Given the importance to continue this investment, Beirut Municipality with UNICEF’s support is seeking to hire a consultant to support the operationalization of the PSEAH Policy and the Reporting Mechanism in the municipality through 1) rolling out the guidelines capacity building initiatives, 2) development of tools, forms, and templates, development of complementarity protocols and policies and testing the reporting channels included in the PSEAH policy.

UNICEF will adopt a participatory, engaging and phased approach to ensure the channels created, tools developed, staff are properly trained, and indicators are relevant to the context of the municipality. This process will be done in close consultation with the governor to get his sign off for the newly developed procedures along with the established PSEA committee in the municipality, the mother and child committee and NCLW. UNICEF will also involve the PSEA In Country network Country in this roll out of this policy.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Reasons why consultancy cannot be done by staff:	This is a service that is assured by a medical practitioner			
Consultant sourcing:	<input checked="" type="checkbox"/> National	<input type="checkbox"/> International	<input type="checkbox"/> Both (National & International)	
Consultant selection method:	Competitive Selection (Advertisement/Desk Review/Interview)			

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Evaluation Criteria – Please specify (indicate point weightage below)					
Point system: (i.e. 70/30)	a	Technical	75	Supervisor of the Consultancy/Contractor:	Sonia Butris Ilias, Programme Specialist
	b	Financial	25		
Minimum Qualifications Required:		BA in social work, law, or gender studies.	If Other, Enter Disciplines:	Human rights laws, Gender, and gender-based violence related issues.	
Years of Experience required:		10 years of experience.			
Knowledge/Expertise/Skills required:		<ul style="list-style-type: none"> - Extensive work experience in writing/development of policy papers, studies and guidance on women’s rights and gender related issues. - Extensive experience in training and capacity building on issues related to rights, gender, and protection. - Excellent capacity to write in Arabic. 			

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Section B




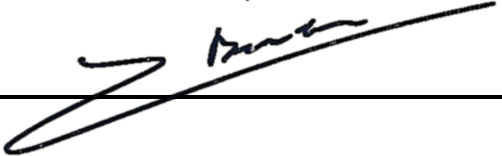
Work Assignment Expected Results			
Roll out of existing Policy and Reporting Mechanism in Municipality of Beirut			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Percentage of Payment (payments can be divided per 1 or more deliverables)
<p>1- Development of required procedures and tools for proper handling of Sexual Harassment (SH) and Sexual Exploitation and Abuse (SEA) reports when they come through suggested reporting channels in close consultation with the municipality core group and UNICEF PSEAH Specialist; this includes development of required templates for recording reported Sexual Exploitation, Abuse and Harassment (SEAH) concerns on-line or hard copy via feedback and complaint mechanisms; and development of whistle-blower protection guidance and information sharing and data protection Protocol.</p> <p>(This activity must be done before end of February 2024)</p>	<p>Preparatory meeting with UNICEF team</p> <p>Organize meetings with key stakeholders, meetings with the governor to ensure commitment and readiness to act upon the received allegations.</p> <p>Organise meetings with the mother and child committee and other relevant stakeholders for alignment with their work on implementation of SH law.</p> <p>Finalise intake forms for reporting SH and SEA cases, and map out available services for SEAH survivors.</p> <ul style="list-style-type: none"> - A template for recording / registering SEAH reports and disclosures - A template for referring survivors to service providers for survivor assistance - A template for up-to-date list of service providers for each domain of survivor assistance be compiled and maintained. - Whistle blowing guidance finalised - Information sharing guidance 	6 Days	

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<p>2- Training of the core group identified in the municipality who will receive complaints on relevant newly developed tools for handling reported cases, and refresher about Gender Based Violence (GBV) / PSEAH / handling disclosure core concepts</p> <p>(This activity must be done by 20 March 2024)</p>	<ul style="list-style-type: none"> - Training material prepared. - Three days trainings for the core group– face to face. (Fully managed by the consultant including logistics and all inclusive) 	<p>4 Days</p>	
<p>3- Document all the process and content with the main findings and recommendations for the roll out of reporting mechanism and trainings.</p> <p>(This activity must be done by 31 March 2024)</p>	<ul style="list-style-type: none"> - Final report for Governor and UNCIEF 	<p>2 Days</p>	
<p>Estimated Consultancy fee:</p>			
<p>Other Expenses:</p>			
<p>Travel International (if applicable)</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<p>Travel Local (please include travel plan)</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<p>DSA (if applicable)</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>
<p>Total estimated consultancy costsⁱ</p>			

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Section C

Request Authorised by Section Head: Jerome Kouachi (OIC Chief of Field Operations and Humanitarian Affairs)		Request Verified by HR:	
 Jerome Kouachi OIC Field Ops 19/01/2024		 Omidullah Khawary HR Officer	
Approval of Deputy Representative (if Programme)		Approval of Deputy Representative Operations (if Operations)	
 22 Jan. 2024 Dep Rep Prog.		 	
Representative (in case of single sourcing/or if not listed in Consultant Plan)			
		Edouard Beigbeder - January 23 2024	

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant. Individuals engaged under a consultancy contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants Contractors. Consultants contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.