**Annex I - Terms of Reference**

**Project title:** Recovery, Stability and Socio-economic Development in Libya (RSSD) - Baladiyati

**Description of the assignment:** Strengthening capacity of municipality staff to provide basic services adopting conflict sensitivity analysis and gender mainstreaming approaches

# Country/place of implementation: Selected municipalities across Libya

**Beneficiaries:** At least100 staff (including municipality and MoLG staff)

# Duration of assignment: 6 months

# Scope of work:

The EU-funded project Recovery, Stability and Socio-economic Development in Libya (RSSD), phase 1 (“Baladiyati”), implemented by UNDP, aims to support local authorities in Libya to respond to the many conflict- and human mobility-induced challenges by strengthening the local resilience and recovery mechanisms that negatively impact people’s access to essential services, sustainable livelihoods, social cohesion, and community security. The project is implemented in close cooperation with the Ministry of Local Governance (MoLG), municipalities, Italian Agency for Development Cooperation (AICS) and the United Nations Children's Fund (UNICEF). The project is implemented in 20 municipalities: ***Kufra, Bayda, Maya, Mamoura, Ghat, Janzur, Zintan, Garabulli, Khoms, Emsaed, Brak Al Shati, Zawiya West, Zawiya South, Benghazi, Ajdabiya, Qatroun, Shweiref, Sabratha, Sebha and Murzuk.***

As part of the project efforts to strengthen the capacity of municipalities to deliver services, rapid local governance surveys have been conducted by UNDP in the 20 targeted municipalities. Based on the findings, and extensive consultations with **the Ministry of Local Government (MoLG)/General Secretary of Local Government/ the Supreme Council for Local Administration (SCLA),** training needs have been identified for staff of the target municipalities as well as MoLG staff. This endeavour is being coordinated with other international partners (including GIZ and other EU-funded projects) to ensure harmonization of strategy and methodology in line with the National Training Plan managed by MoLG/SCLA

Against this background, UNDP Libya is launching this call for proposals to engage a qualified INGO through collaborative advantage modality to plan, organize and conduct the capacity development programme in selected municipalities, in close consultation with MoLG/ SCLA.

The objective of this project is to strengthen the capacity of selected municipality staff to provide basic services in a conflict and gender sensitive way. Activities need to be closely coordinated with relevant municipalities and with the Ministry of Local Government (MoLG)/General Secretary of Local Government/ the Supreme Council for Local Administration (SCLA).

**Expected Outcome:**

Capacity of selected municipalities is increased to provide basic services in a conflict and gender sensitive way. Based on the results of the local governance survey and in line with the SCLA Training Master Plan, the capacity development programme will cover the following topics:

- **Project Management**

**- Reporting**

**- Archiving**

**-** **M&E including data collection (segregated data as per the counterpart needs) in conflict setting**

**- Gender Mainstreaming (in planning and execution)**

The municipalities covered by the programme are: Kufra, Bayda, Maya, Mamoura, Ghat, Janzur, Zintan, Garabulli, Khoms, Emsaed, Brak Al Shati, Zawiya West, Zawiya South, Benghazi, Ajdabiya, Qatroun, Shweiref, Sabratha, Sebha and Murzuk.

**OUTPUT 1**

**Develop a comprehensive capacity development action** plan that will guide the capacity development of target municipalities, with a view of informing UNDP’s future programming and that of other international partners. The capacity development plan should be in line with the strategic guidance provided by the General Secretary of Local Government/ the Supreme Council for Local Administration (SCLA). In addition, it should take into account findings of the local governance surveys conducted in 20 target municipalities and for some municipalities the development action plans prepared in the past – that should be updated. More specifically, the RPA is expected to:

Establish a workplan and methodology and submit to UNDP within two weeks of signing agreement. UNDP approval must be obtained prior to starting activities.

Based on the local governance surveys and assessment of capacity assets and needs, elaborate capacity development action plans, with a focus on gender inclusive planning and peacebuilding. Nurturing capacities at the local level means adopting approaches that take into account and build on the challenges and opportunities that play out specifically at this level and in each location. These include the lack of motivation and incentives to participate; diverse and low baseline capacities, and factors that can support local governments in implementing their agenda and monitoring their effectiveness in doing so.

The capacity development plans should also include a mapping of similar efforts carried out by development partners, supporting capacity development of municipality staff.

**OUTPUT 2**

**Design and conduct trainings for municipality staff** in the target municipalities according to action plan approved by UNDP and SCLA. Provide continuous coaching where necessary for follow-up of training topics.

Develop training curricula[[1]](#footnote-1) based on the capacity development action plan results and any existing curricula produced by other partners. The curricula materials will be reviewed and endorsed by SCLA.

Training programs should be at least three days and with the participation of up to 7 relevant staff per municipality. Programmes should be directly linked with the capacity development action plan (developed above) and lead to enhanced, more inclusive and efficient service delivery and communication with citizens/constituents;

At least one training should be on project management

At least one training should be on reporting

At least one training should be on archiving

At least one training should cover M&E conflict sensitivity analysis

At least one training should focus on gender mainstreaming (in planning and execution)

Training events should take place in Tripoli, Tobruk, Zintan (ACLA) training centers, closest to municipalities if security allows. Events are planned to be delivered in person. In case of security or access challenges, other arrangements such as online training has to be discussed and agreed with UNDP and SCLA. Trainings must take into consideration the financial implications on the budget in terms of reduced cost of online courses versus in person courses.

**Recommendations on the selection of beneficiaries:**

* Delegated by the municipality through an official letter verified by the SCLA.
* The government counterpart will ensure that selected staff are holding/will hold positions that are relevant to the training topics.[[2]](#footnote-2)
* Able to join the training in person at the locations specified by SCLA and/or other locations depending on logistics/ security conditions.

**OUTPUT 3**

1. **Conduct a benchmark capacity assessment before and after trainings**. Use pre-test results to alter training plan if needed, and submit report following final assessment.

The pre-test will consist of reviewing the previous assessment and making updates and revisions where conditions have changed.

# Recommendations to the methodology

# Recommendations on the team composition:

The project team is required to have the minimum setup as:

# Local governance expert:

* Bachelor’s degree (or equivalent) in political science, public administration, sociology or related field;
* Minimum of three years’ experience in local governance, civil society, organizational capacity building, advocacy or other related democracy, rights and governance sectors;
* Strong knowledge and understanding of local government roles and responsibilities, existing laws and the decentralization process in Libya;
* Experience developing training curricula;
* Excellent interpersonal and organizational skills;
* Basic computer skills (Microsoft Word, Gmail, Microsoft Excel, Power Point) are required;
* Fluency in English, both written and oral.

# Conflict sensitivity expert:

* Bachelor’s degree (or equivalent) in political science, public administration, sociology or related field;
* Minimum of three years’ experience in conflict analysis, policy and strategy development in the thematic areas of conflict prevention and peacebuilding, in a governmental, multilateral or civil society organization;
* Minimum of three years’ experience in conflict analysis, policy and strategy development in the thematic areas of conflict prevention and peacebuilding, in a governmental, multilateral or civil society organization.
* Demonstrable experience in at least two of the following areas: Social Cohesion, Peacebuilding and Reconciliation and Conflict Sensitive in complex and/or crisis context;
* Excellent knowledge of Arabic. English is a strong asset.

# Gender mainstreaming expert:

* Bachelor’s (or equivalent) degree in social sciences, human rights, gender/ women’s studies, international development or related field;
* Minimum three years of experience in gender analysis and gender mainstreaming, experience with trainings;
* Experience of working with relevant stakeholders from the government;
* Excellent knowledge of Arabic. English is a strong asset.

# Trainers:

* A holder of a university degree;
* Relevant experience in conducting specialized training;
* Completed minimum 250 hours of training;[[3]](#footnote-3)
* Sufficient knowledge of the local administration (laws and regulations of the local administration)[[4]](#footnote-4);
* Candidate to be recommended by three references from the senior management in the local administration units (Mayor/deputy municipality mayor/member of a municipal council;
* Excellent knowledge of Arabic. English is a strong asset.

# Field officer:

* Bachelor’s degree in in Law, Political Sciences or related field;
* Minimum four years of previous relevant work experience;
* Demonstrable experience as a Field Officer
* Strong verbal, written, and statistical skills.
* Proficient in relevant data storage and analysis software
* Excellent knowledge of Arabic.

# Monitoring and Evaluation:

* Bachelor’s degree in Statistics, Public Administration or related field;
* Minimum 1 year of experience in working with Monitoring and Evaluation frameworks of local institutions.
* Excellent knowledge of Arabic.

**EXPERIENCE AND QUALIFICATION REQUIREMENTS**

The NGO should ensure the following minimum requirements:

* + - Local experience operating in Libya for at least 2 years;
		- Proven experience in developing training curricula for local government institutions;
		- At least 5 years of professional experience in providing capacity building/training courses on related topics within the local governance framework;
		- Proven experience in supporting local government institutions to develop Capacity Plans;
		- Proven knowledge and experience in data collection and analysis ensuring gender mainstreaming, peacebuilding, and conflict prevention mechanisms at the local level;
		- Ability to avail a team that is qualified and experienced in providing trainings on related topics and provide recommendations on capacity development plans (as defined in the TOR);
		- Ability to collect and analyse large quantities of data within strict and limited time frames and to produce high quality and timely reports;
		- Language proficiency in written and oral English is required, Arabic (or ability to work with internal translation) is a plus.
1. **Deliverables and Payment Schedule**

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| --- | --- | --- | --- | --- |
| # | Outputs | Deliverable  | Payment  | Timeline  |
|  | Output 1: **Develop a comprehensive Capacity development action plan**  | Inception report to reflect the workplan and mythology and submit to UNDP  |  | Within two weeks of signing agreement |
| Elaborated capacity development action plans, to articulate the detailed timeframe, locations, number of staff with a focus on gender inclusive planning and peacebuilding  | 20% | Within two months of signing the agreement |
|  | Output 2: **Design and conduct trainings for municipal staff** | Develop 4 training curricula[[5]](#footnote-5) based on the capacity development action plan results, and share for review and endorsement | 25% | One month after approving the capacity action plan |
| 5 Progress reports. Each report dedicated to reflect the progress on each of the above mentioned training course including the bench mark pre/after training capacity assessment and the delivery of the training courses | 10% for each progress report, in total 50% once all the 5 progress reports are submitted | Three months after approving the curricula[[6]](#footnote-6) |
| Output 3: **Conduct a benchmark capacity assessment before and after trainings** | Final report to reflect on the overall implementation challenges lesson learned including recommendation for future similar interventions plus the findings of pre/post training assessments. | 5% |  |

1. **Institutional Engagement**

Roles and Responsibilities of the Responsible Party:

* + Allocate the proper and needed skilled personnel to carry out the project’s outputs;
	+ Be responsible of all logistics related to the completion of this assignment including remuneration of staff /experts / administrative issues related to implementation of activities; all materials and tools required for activities completion; transportation; rental; communication; allowances etc.;
	+ Ensure proper reach out to beneficiaries;
	+ Implement and constantly monitor the activities;
	+ Provide required and ad-hoc comprehensive reports on a timely manner.

Role of UNDP

* + Support and facilitate access to the administrative leadership with the targeted municipalities;
	+ Conduct field monitoring visits by UNDP’s personnel;
	+ Monitor and evaluate the progress of implementation of activities and manage/mitigate potential risks;
	+ Approve interim progress/final reports.
1. Project management curricula has been developed by other partners and credited by SCLA. For this engagement the credit project management curricula will be used for the training purpose. [↑](#footnote-ref-1)
2. Staff are expected to perform tasks and duties relevant to the training to ensure sustainability. [↑](#footnote-ref-2)
3. Only applicable to the Project Management, Reporting and Archiving trainings. [↑](#footnote-ref-3)
4. Same as above. [↑](#footnote-ref-4)
5. Project management curricula has been developed by other partners and credited by SCLA. For this engagement, the credit project management curricula will be used for the training purpose. [↑](#footnote-ref-5)
6. The curricula should be approved by SCLA. [↑](#footnote-ref-6)