**Annex I - Terms of Reference**

**Project title:** UNDP Strengthening Local Capacities for Resilience and Recovery Project (Top-Up)

**Description of the assignment:** Providing immediate temporary employment and income in Ubari

# Country/place of implementation: Libya, municipality of Ubari

**Beneficiaries:** at least 150

# Duration of assignment: 6 months delivery (20 working days for target workers)

# Scope of work and expected outputs

The NGO shall provide **temporary employment opportunities and income.**

# Output #1. Implementation design is prepared.

Activities:

* + Develop a complete workplan/timeline for the assignment implementation, including a description of the method and the mechanism of providing temporary employment opportunity and income for the vulnerable population;
  + Prepare a beneficiary selection criteria (exemplary vulnerability criteria; IDPs, returnees, conflict affected population, single-woman headed households, people with disabilities, etc.) and define the target beneficiaries sub-groups in consultation with UNDP Libya in line with SOP.
  + Develop a risk assessment method and risk mitigation plan;
  + Define the payment modality for beneficiaries, plan security measures to be undertaken during cash distribution (including e-vouchers, mobile money, any innovative modality may be accepted);
  + Define payment schedule (weekly, by-weekly) and develop a proof of payment to beneficiaries (for example, signature upon payment);
  + Conduct inception meetings with selected municipality, in consultation with UNDP;
  + Sign framework agreements with stakeholders, partners;
  + Select and prioritize projects to be supported through the Cash for Work;
  + List and acquire equipment to be used for the implementation of the project – including equipment for the safety of the workers;
  + Define a monitoring framework (set up indicators to be monitored per week related to activities);
  + Organize strategy for initial rapid impact assessment as part of M&E process;

*Expected execution timeframe 30 days after the Agreement starting date****.***

# Output #2. Completed targeting and selection process.

Activities:

* + Select the beneficiaries using the previously prepared selection criteria in consultation with local authorities and UNDP;
  + Organize meetings, or use other methods of engagement to ensure enrollment and interest of the potential beneficiaries – in the municipality;
  + Provide basic training on health and safety to participants (raising their awareness about hazards in the workplace such as use of dangerous tools, noise at work, contagion of communicable diseases)
  + Providing protective equipment for health and safety reasons;
  + Acquire/organize the materials and tools for use in the rehabilitation projects identified;
  + Prepare contracts to be signed with beneficiaries.

*Expected execution timeframe 90 calendar days after the Agreement starting date****.***

Output #3. **Implemented cash-for-work activities.**

Activities:

* + Set up beneficiaries’ registration and identification systems as well as daily attendance sheet;
  + Implement cash-for-work activities in direct coordination with UNDP Libya and local authorities.

*Expected execution timeframe 150 calendar days after the Agreement starting date****.***

# Output #4. Evaluation of the project completed

Activities:

* + Define the ownership of the equipment/materials after the project completion (in line with UNDP’s corporate policies);
  + Design a scale-up plan (how to replicate the project in other geographical zones);
  + Undertake a final evaluation including measuring the immediate impact of the project;
  + Final Report Document including sharing the lessons learned.

*Expected execution timeframe 180 calendar days after the Agreement starting date****.***

# Recommendation to the methodology

# Recommendations on the team composition:

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

# Project Manager:

* Master’s (or equivalent) degree in Economy, Public Administration, Law, Management, Entrepreneurship or related field;
* Minimum three years of professional experience in project management;
* Minimum three years of experience in implementing projects/programmes in livelihoods, or other economic empowerment initiatives or any related projects;
* Excellent knowledge of English.

# Activity Supervisor or Area Manager

* Bachelor’s (or higher) degree in Economy, Entrepreneurship, Management or related

field;

* Minimum two years of experience as local coordinator, monitoring field activities;
* Experience in Cash for Work is a strong asset;
* Excellent knowledge of Arabic. English is a strong asset.

# Administration & Finance Staff:

* + Bachelor’s (or higher) degree in Economy, Public Administration, Law, Management, Entrepreneurship or related field;
  + Minimum two years of experience in administrative work;
  + Excellent knowledge of Arabic, and English will be a strong asset.

# Monitoring and Evaluation:

* + Bachelor’s (or higher) degree in Economy, Statistics, or Public Administration;
  + Minimum two years of experience in working with Monitoring and Evaluation frameworks.
  + Excellent knowledge of Arabic, and English will be a strong asset.

# 2.2 Recommendations on the priority projects selection:

The selection of projects can be the most basic such as repairing facilities, cleaning neighborhoods through solid waste management, to more complex as rehabilitating public infrastructure, like schools or health centers, which requires planning and further consultation with local authorities. The Responsible Party is expected to explore the selection of more productive and impact projects to its maximum.

# 2.3 Recommendations on the selection of beneficiaries:

The Responsible Party should follow the SOP’s defined household eligibility criteria which are meant to minimize beneficiary exclusion and should be used to prioritize vulnerable households – IDPs, migrants, returnees, other vulnerable Libyans.

### Youth. Employment opportunities for youth in Libya are limited, and the unemployment rate among youth is consistently and vastly greater than the overall population. With youth at particular risk of economic marginalization, it is especially important to target youth in intervention, providing a protective environment by which they can earn a livelihood, especially youth that may be the head of their household. The project is also an opportunity to provide on-the-job training and experience. This approach addresses the personal element of young people becoming problem solvers and engaged citizens, the education element of providing opportunities for training and skills development, the employment element of connecting to work opportunities, and the enterprise element of fostering an enterprise mindset. The Libyan Labor Code stipulates that children under 18 are not permitted to be employed.

Women. It seems to be challenging to identify community sites for which female beneficiaries can be included due to prevailing gender norms in Libya. The Responsible Party should propose a strategy of addressing this challenge, and options to promote participation of female workers.

# 2.4 Recommendations on the communication and perceptions around cash for work project:

In Ubari unskilled daily work might be deemed as inappropriate for populations living within the community sites although logic of intervention requires involving community in the rehabilitation work to increase acceptance and ownership. Necessary community events or awareness raising activities could be organized to increase the level of acceptance in the community.

# 2.5 Recommendation on the mix of unskilled and skilled workers in delivery:

While the project aims to provide immediate/temporary jobs for unskilled labor, skilled labor is also needed to lead, technically supervise, and ensure the quality of work being done at the sites. Thus, skilled workers should not receive the minimum wage that the unskilled beneficiaries receive, but rather a fair rate for their daily work. There is an added benefit when unskilled workers are able to gain vocational skills by apprenticeship when they are teamed up with skilled workers.

1. **Schedule and payment plan**

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| --- | --- | --- | --- |
| **Activity** | **Deliverables** | **Anticipated date of completion** | **Payments** |
| Implementation plan prepared | Submit Inception Report, including workplan, a beneficiary selection criteria, a risk  assessment, the payment modality and schedule, list for acquisition of equipment or materials, list of prioritized projects, and a rapid assessment and monitoring framework. | Up to 30 days after the start of the assignment | 20% |
| Completed targeting and selection process | Submit first Interim Report, including list of beneficiaries, training curriculum on safety, signed contracts with beneficiaries. | Up to 90 days after the start of the assignment | 40% |
| Implemented cash-for-work activities | Submit second Interim Report, including progress on the implementation and attendance sheet of beneficiaries. | Up to 150 days after the start of the assignment | 20% |
| Evaluation of the project completed | Submit Final Report, including all activities, deliverables, evaluation, lessons learned and recommendation for scaling. | Up to 180 days after the start of the assignment | 20% |

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

* + Provide access to the administrative leadership of selected municipality, and participate in consultations to set of priorities for rehabilitation projects;
  + Provide field supervision and quality assurance by UNDP’s personnel;
  + Follow up, monitor and evaluate the progress of implementation of activities and manage/mitigate potential risks;
  + Approve interim progress/final reports.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.