

Terms of Reference

Review of UNFPA 2010-2011 Programme Implementation

LEBANON COUNTRY PROGRAMME ACTION PLAN (CPAP) 2010-2014

BACKGROUND

The UNFPA supported programme for Lebanon (2010-2014) was developed following an extensive consultative process with several stakeholders. The programme is based on the United Nations Development Assistance Framework (UNDAF) and is in line with national priorities (mainly the Social Action Plan, National Women Strategy, Education for All Reform Strategy), and the Millennium Development Goals.

The programme outputs and outcomes are linked to the UNFPA medium term strategic plan (2008-2011) which has also set goals in the three interlinked focus areas of population and development, reproductive health and rights, and gender equality.

The guiding principle underpinning the programme is national ownership and leadership, including utilization and strengthening of national systems, accountability harmonization with other UN agencies and management for results.

The programme will contribute to government efforts, as prioritized in national policies and plans. The programme will emphasize partnership, coordination and joint United Nations programming. In addition, it will address the volatile and complex situation in Lebanon. The country office will develop an emergency preparedness plan. This plan will be aligned with the UN country team contingency plan and will complement the emergency preparedness plans of UN partner organizations. The proposed programme consists of three components: (a) reproductive health and rights; (b) population and development; and (c) gender equality.

The proposed programme focuses on institutional and capacity building, development and introduction of normative and quality assurance tools, guidelines, and protocols, advocacy and lobbying, strengthened coordination and partnership among others. The programme will address the gaps identified in the stakeholder analysis, in the area of policy formulation, implementation and evaluation, data collection, analysis and dissemination and developing systems and regulations which are sustainable and efficient. The programme will also address the issue of coordination among and between key ministries, civil society- including NGOs and academic institutions, development agencies, etc.

OBJECTIVES OF THE CONSULTANCY

The proposed consultancy aims at providing input for the 2010-2011 review meeting of the UNFPA supported CPAP. This input will be generated through reviewing annual workplans, project annual reports, standard progress reports, and selected project deliverables (i.e. newsletter, manuals, etc). In addition, consultations will be undertaken with representatives of each implementing partner as well as concerned UNFPA staff.

A total of 10 projects (1 project closed) and 5 grants supported and implemented in 2010-2011 will be subject to review through this consultancy (list to be provided).

This input shall be carefully reviewed in terms of (a) linkages among the various projects under each programme component i.e. RH, PD, Gender, as well as across component areas, (b) projects alignment with the CPAP priorities and outputs as well as national plans, (c) implementation and fulfilment of activities based on the agreed upon annual workplans (AWPs), (d) bottlenecks, constraints, gaps and challenges encountered in the course of project implementation, (e) disbursement of funds in accordance with the revised AWP, (f) mobilization of additional resources, (g) review of project AWP based on emerging issues/priorities, (h) mobilization/expansion of new and strategic partners, and (i) development and implementation of a monitoring and evaluation framework.

The consolidation and synthesis of the review should culminate in a set of conclusions and recommendations that clearly articulate follow up actions and advise on measures to improve effectiveness of AWP implementation.

The outcome of this consultancy will feed into (a) the annual programme review process expected to take place during the 1st half of 2012, (b) the UNDAF Mid-Term review, (c) and the UNFPA CP evaluation expected to take place in 2013 as well as the final programme review. In addition, the actions proposed as part of this review as well as the programme review process will yield with concrete recommendations for adjusting the CPD/CPAP in terms of outputs and indicators if need be.

PROCESS OF THE CONSULTANCY

Specifically, the consultant will undertake the following tasks:

- Debriefing with UNFPA office
- Prepare a plan action for the consultancy
- Review all documents and reports
- Conduct consultation with all Implementing Partners (IPs) and concerned UNFPA staff
- Prepare a draft report with key findings and proposed actions based on a briefing with UNFPA
- Share report with UNFPA office for review and feedback
- Incorporate comments into final report and submit to UNFPA

EXPECTED OUTCOME

The consultant is expected to deliver a report in English (a) consisting of description and synthesis of the 2010-2011 CPAP implementation emphasize all dimensions assessed through desk review and consultation as mentioned earlier, (b) underscoring gaps and opportunities hindering and facilitating implementation, and (c) articulating recommendations and actions for improving operational, programmatic, and financial performance, as well as advocacy interventions for the country programme at large as well as at the level of projects. The report shall consist of 20-25 pages excluding annexes.

A power point presentation will be requested highlighting key findings and suggested actions per programme area.

Finally, the consultant will be asked to take part in the three programme areas coordination committees to present the findings of the review exercise.

ASSISTANCE PROVIDED BY UNFPA

The UNFPA CO will provide the following support to the consultant:

- All documentation such as CPD, CPAP, Annual progress reports, final report, standard progress reports, training reports, field monitoring visits reports, selected projects outcomes
- Scheduling meetings for the consultant with IPs as well as UNFPA staff
- Continuous advise throughout the consultancy

DURATION OF CONSULTANCY

The consultancy shall require 25 working days starting from the date of the contract signature.

Candidates who meet the required qualifications may apply on line by sending an **updated and comprehensive CV** detailing their work experience that is relevant to the job requirements as indicated in the Terms of Reference. The CVs must be sent to info-lebanon@unfpa.org by no **later than February 24, 2012.**

ANNEX 1: LIST OF PROJECTS/AWPs AND GRANTS IN 2010-2011

A. PROJECTS:

Area	Project nb	Project title	Project duration	Implementing partner
REPRODUCTIVE HEALTH	LBN3R41A	Expanding and Operationalizing the Y-PEER network	2010-2011	UNFPA
	LBN3R41B	Capacity Development for Integrating Theatre Based Peer Education in Education Sector	2010	VAPA
	LBN3R41C	Youth empowerment – Let’s talk campaign	2011	MASAR
	LBN3R51A	Enhancing ECRD’s Capacities on Integration of Life-skills Reproductive Health education in Public Teaching Curriculum	2010-2011	ECRD
	LBN3R51B	Expanding Reproductive Health in School Based Extra-Curricular Education	2011	USJ/MEHE
	LBN3R11A	Enhancing national capacities for providing quality RH services at primary and secondary care levels in Targeted Areas	2011	MOPH
PD	LBN3P11A	Population and Development	2010-2011	MOSA
GENDER	LBN2G41A	Operationalizing GBV action plan	2010-2011	UNFPA
	LBN3G11A	Enhancing NCLW’s capacities for promoting gender mainstreaming in sector plans and programmes (national and periphery)	2010-2011	NCLW
	LBN3G21A	MDG-F Conflict Prevention and Peace Building	2010-2011	UNFPA