



ACTED



Federal Foreign Office



KINGDOM OF BELGIUM
Federal Public Service
Foreign Affairs,
Foreign Trade and
Development Cooperation

TERMS OF REFERENCE (TOR) MEDIATION AND SOCIAL COHESION EXPERTS TRAINING CONSULTANT

Project Name: BUILDING PEACE THROUGH COMMUNITY EMPOWERMENT IN MARAWI CITY

Employer: ACTED

Deadline for applications: 30th April 2019

Contract: 1st May 2019 to 31st July 2019

Location: Philippines

Working area: Iligan City of Lanao del Norte and Marawi City of Lanao del Sur

Tender Reference:

JOB DESCRIPTION

1. PROJECT BACKGROUND

ACTED is a Non-Governmental Organization, with headquarters in France, active in 34 countries. In Philippines ACTED has been operating since 2012, providing lifesaving humanitarian assistance in disaster struck communities. Starting May 10th, 2017.

Building Peace through Communities' Empowerment is a new 24-months project, funded by the German Ministry of Foreign Affairs and Belgian Ministry of Affairs. This project will focus on areas affected by the Marawi crisis, supporting in-country capacities to prevent resurgence and escalation of tensions and conflict. ACTED's strategy is, through a people-to-people peacebuilding approach, to support small scale community-led projects and local conflict mediation initiatives, as well as help pave the way for a community-driven rehabilitation of the city. In line with this strategy, the project will aim to enhance social cohesion between communities through peace-dialogue, inclusive governance and increased interaction between communities. Moreover, ACTED will strive to strengthen the role and contribution of civil society to Marawi's rehabilitation process by supporting the population top priorities in terms of infrastructure/services. ACTED aims to rehabilitate one community infrastructure per targeted barangay and reach at least 2,800 people through activities aimed at increasing social-cohesion. ACTED will also strengthen the capacities of Pacification Committees in each barangay and help Local Government Units develop roadmaps to identify main priorities in the rehabilitation process.

2. OVERVIEW OF THE TRAINING CONSULTANCY

Building community cohesion and improving stabilization is a process by which underlying tensions that might lead to resurgence in violence and a breakdown in law and order are managed and reduced. To that end, ACTED's strategy is, through a people-to-people peacebuilding approach, to support the population in making decisions and initiating actions to rebuild the city. In line with this strategy, the project will achieve two specific objectives: *first, to enhance social cohesion between communities through reestablishment of peace-dialogue, inclusive governance and increased interaction at various levels*, second, *to strengthen the role and contribution of civil society to Marawi's rehabilitation process by supporting the population top priorities in terms of infrastructure/services*. This will require bringing local barangay officials, community members and returnees together, providing avenues for constructive engagement to improve local governance and service delivery, as well as advance peace-building initiatives. Activities to improve service delivery must not focus solely on providing access but must also incentivize local governments to become more efficient and accountable service providers. With better and sustainable services, communities will have greater confidence in their governments and engage more in governance processes. It is in this premise that a consultant will be hired to lead the realization of the training intended for the Katarungang Pambarangay (Pacification Committee), Barangay Peacekeeping Force, Barangay Elected Officials and its members of the mandated committees such as Barangay Development Council.



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The training covers the following major components;

- a. Conflict Management and Prevention: ACTED's Knowledge, Attitude and Practice survey on the presence of Barangay Protection Of Children (BPOC), Katarungang Pambarangay and Barangay Justice System reveals that a total of 724 respondents said they know that there is an existing Barangay Justice System; more than 90% also said that the community is aware of the presence of the Barangay Peace and Order council. Knowledge on the Composition of Barangay Justice System or the Barangay Peace and Order Council. Although more than 80% of respondents said they knew the presence of a BPOC as the Barangay legal authority, when it comes to membership, they were not well informed. More than 40% said the justice system should include the traditional and religious leaders, 21% said, it is composed of Barangay council and BPAT and 25% said it is only the barangay captain who is the authority and member of the council. In the conduct of the FGD, the same trend is observed. As the Barangay Officials were elected in September and took office in October, almost 50% of the newly elected members were new to office, thus in terms of knowledge of BPOC, they have not the proper information except for Barangay Panggao Saduc. When asked for alternative dispute mechanism, Barangays Lilod Saduc, Datu Saber and Lomidong said they rely on the aleem, or ustadz, religious leaders in settlement of minor disputes.
- b. Review and enhancement of Barangay Development Plan: Most of the Barangay Development Plans of the target barangays are updated. But ACTED determined the need to review the plans among the barangay elected officials, the members of the Barangay Development Council and other mandated barangay committees. The review and enhancement of the BDP's will provide an opportunity of the barangays to incorporate the plans that they have developed that ACTED may provide supports.
- c. Creation of Conflict Early Warning System. The Marawi siege caught people in surprised. Most of the people affected by the siege were not able to prepare. Most of them brought nothing while securing themselves away from the conflict zone. This training is aimed to develop a conflict early warning system to mitigate/prevent the risks if ever armed conflict will recur to the seven target barangays.

3. TERMS FOR CONSULTANT

3.1 Objective

The project aims to ensure that the Katarungang Pamabarangay (7 Pacification Committees PC), members of the barangay development council, barangay police action team, barangay elected officials and the Barangay Disaster Risk Reduction Council (BDRRMC) will be trained on conflict prevention, development of barangay plans, particularly a road map to project development that will be designed at the barangay level and the production of conflict early warning system.

The training covers the seven target barangays in Marawi City of at least a maximum of 30 participants per barangay for three days. The number of days for the training may vary once the proposed training design by the consultant is agreed and approved by ACTED.

The project seeks the services of a consultant who is in charged in the realization of the training within the covered barangays of the project in Marawi City, Lanao del Sur, thus the consultant needs to focus on the following specific deliverables;

Service 1: Training Design: Technical proposal (Mandatory, free format), including a) methodology on how you will approach and complete the assignment.



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- a. Produce a training design on conflict prevention/management, development/enhancement of barangay plans and creation of conflict early warning system along with the ACTED project team. The training design must include the process and methodologies on how the training will be conducted
- b. Conduct training and supervision of stakeholders, staff and volunteer in the development of a Community - Based Early Warning System in the seven (7) target barangays.
- c. Arrange schedules of training with the target participants along with ACTED staff.

Service 2: Actual conduct of the training

Conduct the training to the seven (7) barangays covered by the project.

Service 3: Preparation and Post Visit

- a. Conduct visits to the seven (7) target barangays for the preparation of the training. Post visits is also required to follow up the output required.
- b. ACTED will only provide transportation during the barangay visits. ACTED is not responsible for the accommodation and transportation of the consultant incurred while reporting to ACTED management and during the actual conduct of the training.

3.2: Expected Outputs

- a. Outputs related to service 1: Produced one (1) training design that incorporates the three (3) mentioned topics above. The training design should be in a Microsoft format and written in English while the PowerPoint presentations should be written in a combination of English and Tagalog. The consultant is free to use any formats for the training design if it constitutes the following;
 - Training goal
 - Specific Objectives
 - Training methods / activities
 - Documentation / evidence of learning
 - Evaluation
- b. Outputs related to service 2: Completed seven (7) trainings covering the seven (7) target barangays of a maximum 210 participants in total and provided seven (7) copies of process documentations including qualified and validated photos from the start to the end of the project/engagement. There should be a separate copy per barangay. Process documentation should be written in English.
- c. Outputs related to service 3: (28) visits to target barangays, with minute for each (28) visits highlighting the achievements of the trainees following the training and their roadmap.

4. TIMETABLE OF COMPLETION PER OUTPUT

The calendar of Activities should be completed and thereby agreed by ACTED and the consultant before the signing of contract. This will form part of the contract as an Annex.

Expected Output	Completion Day/s	Remarks
1 Training Design	10 days after the signing of contract	
Completed seven (7) trainings covering the seven (7) target barangays of a maximum 210 participants	21 days	This could be adjusted once clustering of barangays is feasible.



seven (7) copies of process documentations including qualified and validated photos from the start to the end of the project/engagement.	7 days after the trainings are completed	The documentation should be per barangay
Conduct 28 visits to the target barangays	28 days	The visits should come before and after the training. Depending on the needs that arise within the period of engagement.

5. EXPERTISE: The training team should be a composition of the following with the corresponding qualifications;

5.1 The Lead Consultant

- At least master’s degree in relevant field in conducting training, humanitarian works in peace building, social works and other relevant fields.
- At least 5 years professional experience in training development
- Prior working experience in decentralization issues is an added advantage
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development
- Experience in training and research, policy development, management and program related
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.

5.2. Two Training Facilitators

- At least a graduate of degree in relevant field in conducting training, humanitarian works in peace building, social works and other relevant fields.
- At least 3 years professional experience in training development
- Prior working experience in decentralization issues is an added advantage
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development
- Experience in training and research, policy development, management and program related
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.

5.3 Process Documenter

- At least a graduate of a communication degree or any relevant field.
- At least 2 years’ experience in process documentation and photography with focus on humanitarian field.
- Computer literate.

The lead consultant should submit the CV’s of all members of the training staff upon submission of the proposal, including experience in similar projects and at least 3 professional references (please make sure to include email, phone number of each)

6. ACTED RESPONSIBILITIES

Generally, ACTED will support the consultant financially the conduct of the training survey and finalize written report with the following specific supports;



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- a. Supports the availability of venue and transportation
- b. Support in the Coordination with Barangay Local Government Units
- c. Ensuring security of Consultant
- d. Provision of vehicle for the duration of the engagement.
- e. Validate the production of the training design, and all the outputs in general
- f. Provides the use of projector in any case the identified venue cannot provide.
- g. Venue: ACTED is responsible in the Identification of the training venue.
- h. Transportation: Arrange transportation and reimbursements of training participants.

7. REPORTING AND CONTRACT PERIOD

The Consultant will report directly to ACTED's Area Coordinator, **IMRAN JAN** in close coordination with POLLY S. GESULGA, the deputy area coordinator who will supervise the assignment. Contact address; E-Mail: lligan.deputy-areacoordinator@acted.org

The intended start date is 1st of April 2019. The Consultant shall commence services upon the effective date of the contract notice to proceed, and the deadline to implement the specific work will be until 15th of December 2019.

8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS: The following should be submitted in English

- a. CV of all the key staff, including experience in similar projects and at least 3 professional references (please make sure to include email, phone number of each)
- b. Financial Proposal (see template). The costs for each service has to include all the fees of the whole consultant team, their communication costs and the training tools costs (and any other cost of the consultant which will be covered by the consultant and not mentioned in these ToR)
- c. A methodological note based on these ToR, with the main components of the training design (Max 3 pages).
- d. Proof of registration and capacity to issue receipts.

9. USE OF LAPTOP

The consultant should use his/her personal laptops.

10. CONFIDENTIALITY STATEMENT

All data and information received from ACTED and any other stakeholder for this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed of to any third parties without the expressed advance written authorization of the ACTED.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____