

TERMS OF REFERENCE (TOR)

Partnership Coordination & Sector Leadership Advisory Services

The Middle East Field Support Services Project (ME-FSSP)

KEY INFORMATION

Job Title:	Sector Coordination & Leadership Advisor
Position/ Contract Type:	Long-Term Consultancy
Duration of Initial Contract:	9 months (up to 180 working days)
Position Location:	Lebanon
Language Required:	English and Arabic (French an asset)

1. SUMMARY OF THE PROJECT

Launched in December 2021 and implemented by **Cowater International**, the **Middle East Support Services Project (ME-FSSP)** will primarily support the development and humanitarian objectives of **Canada's International Assistance in Lebanon and the MENA region**.

Canada's international assistance in Lebanon supports inclusive economic recovery, strengthened social systems, food security, and gender equality. Canada works with multilateral organizations, UN agencies, civil society partners, and government institutions to advance development priorities aligned with Canada's international assistance objectives.

One of Canada's primary objectives in Lebanon is strengthening national institutions and building a stronger Lebanese state that can deliver services to its citizens. As such, Canada coordinates closely with line ministries and other donors to ensure that investments are aligned with national priorities and leverage resources to avoid duplication and maximize impact.

Given the complexity and fragmentation of the development landscape in Lebanon, enhanced coordination, and structured engagement across key thematic sectors are required to better support government institutions to streamline donor support, ensure alignment and deliver optimal results.

Canada is currently a key donor in several sectors: agriculture and food systems, social protection, gender equality and skills for employment. Partner line ministries have requested Canadian leadership and support to map and coordinate donor interventions. To this end, this consultancy will support structured partnership coordination and sector positioning in three priority areas:

- Social Protection
- Agriculture and Food Systems
- Gender Equality

2. BACKGROUND

Lebanon continues to face compounded economic, social, and institutional challenges. The country hosts multiple bilateral donors, multilateral institutions, UN agencies, international NGOs, and national actors operating across overlapping thematic areas.

While coordination platforms exist in some sectors, they are uneven in effectiveness and do not consistently provide strategic alignment or policy dialogue at the level required.

Canada seeks to support the government and partners to enhance coordination and map impact

- Mapping actors and interventions across priority sectors;
- Identifying coordination gaps and opportunities;
- Supporting the establishment or strengthening of sectoral working groups where needed;
- Convening a Partnership Forum to advance structured collaboration and policy dialogue.

In turn, this would also strengthen Canada's positioning as a credible and strategic development partner.

3. OBJECTIVE

The objective of the consultancy is to provide strategic advisory and coordination support that will benefit Canada's partners in Lebanon in order to better leverage collective resources and maximize impact, which will also strengthen Canada's leadership, visibility, and structured engagement in several sectors, including Social Protection, Agriculture, and Gender in Lebanon.

4. DESCRIPTION OF SERVICES AND DELIVERABLES

A. Sector Mapping & Analytical Work

The Advisor will:

- ☐ Conduct comprehensive review of government strategies and plans in relevant sectors;
- ☐ Conduct comprehensive mapping of donors, multilateral institutions, UN agencies, IFIs, INGOs, national NGOs, and government counterparts active in at least three sectors;
- ☐ Map ongoing and planned projects (2025–2027 horizon), funding envelopes (where available), geographic coverage, and thematic focus areas;
- ☐ Identify existing coordination platforms, working groups, and informal mechanisms;
- ☐ Assess duplication risks, programming gaps, and opportunities for joint action.

Deliverables:

Sector Mapping & Analytical Report (including annexed stakeholder matrix) in a format that can be shared with partners

B. Strategic Engagement & Positioning

The Advisor will:

- ☐ Support bilateral consultations with key donors, UN agencies, IFIs, government counterparts, and civil society actors;
- ☐ Assess appetite for enhanced coordination and structured thematic engagement;
- ☐ Identify potential champions and co-leads for sector working groups;
- ☐ Develop a strategic positioning note outlining Canada's comparative advantage, entry points for leadership, and engagement strategy.

Deliverable:

Strategic Positioning & Engagement Note

C. Working Group Formation / Strengthening

The Advisor will:

- Assess whether functional working groups exist in each sector;
- Where absent or weak, develop:
 - Concept Notes for new sector working groups;
 - Draft Terms of Reference (membership, governance, objectives, outputs);
 - Roadmap for operationalization;
- Recommend strengthening and engagement measures for existing mechanisms.

Deliverables:

- Up to three Working Group Concept Notes
- Draft ToRs for each new Working Group
- Documentation of working group meetings (including agenda; minutes; follow up on commitments).

D. Partnership Forum Design & Planning

The Advisor will:

- Develop a Concept Note for a Canada-led Partnership Forum in Lebanon;
- Propose objectives, agenda structure, thematic sessions, expected outcomes;
- Develop stakeholder invitation matrix and speaker mapping;
- Develop communications and messaging framework;
- Prepare implementation timeline and risk analysis.

Deliverable:

Partnership Forum Design Package (Concept Note, Draft Agenda, Stakeholder Matrix, Implementation Plan)

5. SCOPE OF WORK

The Advisor's scope includes, but is not limited to:

- ☐ Conducting desk review and stakeholder consultations;
- ☐ Preparing analytical briefs and strategic notes;
- ☐ Advising on policy dialogue and advocacy positioning;
- ☐ Supporting engagement with donors and partners;
- ☐ Participating in relevant meetings as a representative or technical resource person, as requested;
- ☐ Supporting preparation of briefing materials for senior officials.

6. ROLES AND RESPONSIBILITIES

The Advisor:

The Advisor is responsible to deliver the services described in **section 3** of this TOR according to the agreed timelines, expected results, and deliverables outlined in the Service Requisition form, and any additional services as requested by the Technical Authority. The Advisor will provide high-quality analytical and strategic advice to GAC's programming teams in the three sectors mentioned previously. The Advisor must work in close collaboration with the GAC staff and programming teams and assigned specialists, and whenever necessary with other consultants.

The Technical Authority (TA):

The TA, identified by GAC is responsible for:

- ☐ The provision of service requisitions to the Advisor, including the approval of the Advisor's assigned work and deliverables.
- ☐ Reporting to GAC on the completion of services and deliverables against the approved tasking as set out in the online Tracking Table and Service Requisition forms. A detailed reporting schedule will be agreed upon and attached to the contract.

ME-FSSP team:

- ☐ Managing the competitive process of identifying and hiring the Advisor, including signing the contract.
- ☐ Communicating/disseminating key documents related to GAC policies, programming approaches and processes, regulatory or reporting requirements
- ☐ Delivering initial and periodic information sessions and 'updates' on GAC's policies, programming approaches processes and, regulatory or other reporting requirements for Gender Equality relevant programming.
- ☐ Review and approve payments based on the invoices and timesheets submitted by the Advisor.

7. REPORTING/ DELIVERABLES

The Consultant is expected to work in close cooperation with GAC in the Region to produce the deliverables as follows:

- ☐ The Advisor reports directly to ME-FSSP (Project Manager) who has full responsibility for the administration of the contract, including the approval of timesheets and invoices. Technical assignments included the Tracking Table, Service Requisitions and deliverables, evaluation of the quality of services and deliverables against the Tracking Table, etc. are approved by GAC's TA. Deliverables include, but are not limited to:
- ☐ Financial reporting which consists of a detailed monthly invoice, covering the Advisor's fees for the services rendered during the previous month indicating the date, the day and the number of hours worked for each day as well as any necessary and reasonable expenses incurred during the previous month, including all original receipts in support of the expenses claimed.
- ☐ Research or analytical narrative reports, as requested by GAC.

8. LOCATION, TIMELINES AND ESTIMATED LEVEL OF EFFORTS

This contract will be valid until December 31st, 2026 (with possibility of renewal). The advisor must be located in Lebanon and works remotely. The Advisor must be ready to travel within Lebanon to support GAC's development programs' planning and monitoring activities and to meet with partners. The ME-FSSP PM must approve all travel prior to the travel.

The basis for payment and payment schedule will be based on a fixed-time rate contract.

The level of effort is estimated at up to 9 months or a maximum of a maximum of 189 days depending on the needs and activities of the program. No activities/tasks should be undertaken without ME-FSSP prior approvals.

9. ADMINISTRATIVE ARRANGEMENTS

- ☐ The Advisor will report to the Cowater/ FSSP PM in Amman.
- ☐ The contract will be signed between Cowater International/ME-FSSP and the selected candidate.
- ☐ Work will be performed out of the Advisor's own office and the Advisor will be responsible for providing all required overhead, including maintaining internet access and an email account.
- ☐ The Advisor will be expected to use their own workspace, equipment and materials (office space is not provided).
- ☐ The Advisor will be paid according to the agreed upon daily rate based on the level of effort reflected in the monthly financial report and requisition forms. Activities and services rendered should be in line with the Tracking Table and requisition forms agreed approved by the TA.

10. SUPPORT TO BE PROVIDED BY ME-FSSP

ME-FSSP will provide the Advisor with the following documents:

- ☐ GAC's policies and strategies relevant to country programs
- ☐ GAC's programming documents [e.g. Strategic Environmental Assessment, Logic Model, Performance Evaluation Framework]
- ☐ GAC 2016 Gender Equality Mission reporting to Middle East Development countries
- ☐ Country-specific gender equality analysis
- ☐ Existing GAC tools and resources related to Gender Equality
- ☐ Gender Stocktaking for the Middle East Strategy
- ☐ MHD's draft Gender-Responsive Humanitarian Action Plan for the Middle East

11. EXPERIENCE

The TS is expected to quickly start engaging with partners and deliver on objectives. As such, to be considered for the role, the Advisor must have extensive knowledge and experience with Canada's programming priorities in Lebanon, GAC's approaches to partnership, as well as the development landscape in Lebanon. .

Additional experience:

- ☐ In depth experience and knowledge of Global Affairs Canada's international assistance portfolio in Lebanon;
- ☐ At least 10 years of experience in international development, donor coordination, or policy dialogue;
- ☐ Demonstrated experience in Lebanon's development ecosystem;

- ☐ Proven experience engaging with bilateral donors, UN agencies, IFIs, and government stakeholders;
- ☐ Experience facilitating multi-stakeholder processes;
- ☐ Strong analytical and strategic writing skills.

12. EDUCATION

Advanced university degree in international development, public policy, economics, agriculture, gender studies, political science, or related discipline.

13. LANGUAGE REQUIREMENTS

Fluency in oral, reading and writing in English and Arabic languages. French is an asset.

14. APPLICATION PROCESS

For your application to be considered, please send all requested documents to info@me-fssp.com, with “Partnership Coordination & Sector Leadership Advisory Services” in the subject line latest by 23 Mar 2026.

Candidates are encouraged to apply as soon as possible by sending the following documents:

- ☐ A CV indicating all experience from similar projects, as well as the contact details (email and telephone number) with at least three (3) professional references.
- ☐ A brief statement as to why you consider yourself the most suitable for the assignment.
- ☐ A Financial Proposal specifying an all-inclusive daily rate in USD.

Due to the large number of applications we receive, we are able to inform only the successful candidate(s) about the outcome or status of the selection process. Qualified women and people with disabilities are encouraged to apply.

Kindly note that received CVs might be added to the ME-FSSP database for experts for potential future assignments.

ABOUT US

With more than 35 years' experience, Cowater International is one of Canada's global leaders in management consulting services specializing in international development and has managed the implementation of over 800 projects in more than 80 countries around the globe. We work with governments, partner organizations, communities and civil society to design and implement sustainable solutions that generate lasting social, financial, and environmental impacts. Our adaptive approach to management has led to our award-winning work and recognition as one of Canada's Best Managed Companies in 2017 and 2018. Headquartered in Ottawa, Canada, Cowater International also has corporate offices in Montreal, Quebec, Paris, France, Pretoria, South Africa, and London, United Kingdom, Nairobi, Kenya in addition to project offices in a wide variety of other locations across Sub-Saharan Africa and Asia.

We thank you for your interest in building a better tomorrow with Cowater International