

## TERMS OF REFERENCE (TOR)

### Syria Context Mapping and Aid Architecture Consultant - Lebanon

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

#### **KEY INFORMATION**

|                          |                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------|
| Job Title:               | Syria Context Mapping and Aid Architecture Consultant                                                     |
| Position/ Contract Type: | Long Term Consultancy                                                                                     |
| Duration of Contract:    | Until 31 December 2026 (starting ASAP), up to 35 days<br>Extension possible with LoE adjusted accordingly |
| Position Location:       | Lebanon                                                                                                   |
| Language Required:       | Arabic and English, or French                                                                             |
| Application Deadline:    | 12 July 2026                                                                                              |

#### **1. THE MIDDLE EAST FIELD SUPPORT SERVICES PROJECT**

Launched in December 2021 and implemented by Cowater International, the Middle East Field Support Services Project (ME-FSSP) is funded by the Government of Canada to ensure the effectiveness, efficiency, quality and relevance of Canada's support in responding to development, humanitarian and stabilization challenges in the Middle East, including in Jordan, Iraq, and Lebanon. The ME-FSSP provides administrative, financial, procurement, and logistical services in addition to technical specialist support in areas including gender equality, governance and human rights, environmental sustainability and climate action.

#### **1. BACKGROUND**

As engagement in Syria continues to evolve, there is a clear need to strengthen the knowledge base that informs Canada's development and humanitarian programming, as well as its broader strategic engagement. The Syrian context remains highly complex, with a wide range of actors involved, shifting donor priorities, and an evolving aid ecosystem. In this environment, having an up-to-date and field-level understanding of who is doing what is essential to support timely and well-informed decision-making.

The Middle East Field Support Services Project (ME-FSSP) seeks to engage a **consultant to map and analyse the current Syria aid landscape**. This will include key actors, donor-funded initiatives, relevant institutional structures, and the main line ministries involved in development and humanitarian work. The consultant will work closely with the International Assistance team in Lebanon to ensure close coordination.

#### **2. OBJECTIVE**

The objective of this consultancy is to provide a foundational mapping and strategic analysis of Syria's aid and institutional landscape including potential next steps related to interventions in Syria.

### **3. DESCRIPTION OF SERVICES AND DELIVERABLES**

Activities of the Consultant will include, but are not limited to, the following:

- The Consultant will be responsible for conducting a desk-based and consultative mapping exercise, producing an analytical overview of Syria's aid architecture.
- Conduct a review of existing documentation, donor strategies, program portfolios, and publicly available analyses related to Syria.
- Map key stakeholders, including donors, implementing partners (UN agencies, NGOs, CSOs, and local grassroots organizations), coordination bodies, and government institutions with clear referral from BERUT-DA Team.
- Analyze the current aid architecture, including governance arrangements, coordination structures, funding modalities, and key response platforms, and monitor human rights.
- Prepare an overview of major donor-funded projects, including thematic focus, geographic coverage, implementing actors, and areas of concentration.
- Develop an analysis of the Syrian government's institutions responsible for decision-making related to international cooperation and a mapping of relevant Syrian line ministries and institutional structures, including mandates.
- Identify opportunities, gaps, barriers, risks, and strategic considerations relevant to future engagement.
- Prepare a final analytical report summarizing findings, mapping results, strategic observations, and recommendations.
- Engage with stakeholders and participate in meetings upon prior introduction by the First Secretary and approval by the Head of Cooperation based in BERUT.

#### **Deliverables:**

The Consultant will be responsible for the following deliverables:

1. Inception Note and Workplan, including proposed methodology and mapping framework.
2. Stakeholders and Donor Mapping Matrix.
3. Analytical Report on Syria Aid Architecture and Institutional Landscape.
4. Presentation/Briefing of Key Findings and Strategic Recommendations.

### **4. ROLES AND RESPONSIBILITIES**

**The Consultant:**

The Consultant is responsible to deliver the services described in **section 4** of this TOR according to the agreed timelines, expected results, and deliverables outlined in the Task Tracking Table, and any additional services as requested by the Technical Authority/ Program Technical Lead. The Consultant must work in close collaboration with the International Assistance Team in Lebanon and any assigned consultants.

**The Program Technical Lead (PTL) within GAC:**

- The provision of service requisitions to the Consultant, including the approval of the Consultant'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/ Service Requisition forms. A detailed reporting schedule will be agreed upon.

**ME-FSSP team:**

- Managing the competitive process of identifying and hiring the Consultant, including signing the contract.
- Communicating/disseminating any 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, when needed.
- Review and approve payments based on the invoices and timesheets submitted by the Consultant.

The Consultant will report directly to ME-FSSP (Project Manager) on administrative and financial matters of the contract, including the approval of timesheets and invoices without sharing details of the reports and findings. For program and technical matters, service requisitions and deliverables, evaluation of the quality of services and deliverables, etc. the Consultant will report to GAC's relevant PTLs.

**5. LOCATION, TIMELINES AND ESTIMATED LEVEL OF EFFORTS**

This contract will be valid until December 31st, 2026, with possible extension. The Consultant should be located in Syria and capable of travelling to Lebanon as often as required. The ME-FSSP PM must approve all travel prior to departure.

Payment and payment schedule will be based on a fixed-time rate contract. The level of effort is estimated at up to 35 days depending on the needs and activities of the program.

**6. ADMINISTRATIVE ARRANGEMENTS**

- The contract will be signed between Cowater International/ME-FSSP and the selected candidate.
- Work will be performed out of the Consultant's own office and the Consultant will be responsible for providing all required overhead, including maintaining internet access and an email account.
- The Consultant will be expected to use their own workspace, equipment and materials (office space is not provided).
- The Consultant 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 tasks agreed and approved by the TA.

## **7. CONSULTANT PROFILE**

### **Education**

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

### **Competencies**

- ☐ Significant professional experience in humanitarian or development programming, political economy analysis, or conflict/context analysis.
- ☐ Demonstrated expertise on Syria, including strong understanding of the current government's priorities, aid architecture and trends, institutional landscape, humanitarian and development issues, and donor environment.
- ☐ Proven experience conducting stakeholder mapping, strategic analysis, or similar analytical consultancies.
- ☐ Familiarity with donor programming and coordination mechanisms in fragile or conflict-affected contexts.
- ☐ Demonstrated knowledge of the Syrian context.
- ☐ Strong analytical writing, synthesis and interpersonal skills.

### **Desired Experience**

- ☐ Minimum of 5 years of experience working with an international NGO, a bilateral or multilateral development institution, government agency or private sector, in roles related to project management or technical Consultancy services.
- ☐ Existing network of contacts amongst development and humanitarian stakeholders in Syria.

### **Skills**

- ☐ Excellent oral and written communication skills in English or French and Arabic.
- ☐ Proven analytical capacity.
- ☐ Proven ability to synthesize information based on various sources of information and present written recommendations.
- ☐ Capacity to work independently and under tight deadlines.
- ☐ Past working experience with Global Affairs Canada or with GAC-funded projects is an asset.

## **APPLICATION PROCESS**

For your application to be considered, please send all requested documents to [info@me-fssp.com](mailto:info@me-fssp.com), with “Syria Context Mapping and Aid Architecture Consultant” in the subject line latest by **12 July 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.**