



United Nations Population Fund,
UNFPA Syria
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Website: www.unfpa.org

Annex 1- Terms of Reference

Protection Needs Assessment for Older People in Humanitarian Crisis

A- Background:

Ridden with humanitarian crisis for more than seven years, humanitarian assistance in Syria continue to be provided for most affected people focusing on meeting the needs of youths and women while such efforts targeting older people's needs were not viable and existed. In this respect, the Government represented with Minister of Social affairs and Labor (MOSAL), and Syrian Commission of Family Affairs and Population (SCFAP), in collaboration of concerned UN agencies, namely UNDP, UNHCR and UNFPA, prioritize the provision of humanitarian assistance and protection to older people. In this respect, SCFAP would conduct Protection Needs Assessment that inform and contribute to developing short term social policy and programs within a strategic vision in which the right and dignity of older people are protected and respected, the implementation process of the assessment as per the attached brief guiding document (Concept Note).

In brief, this assessment is very important and is considered as apriority by the above-mentioned organization and Government entities since it will secure needed information and data that can contribute to the following:

- Analysis of demographic changes and their impact on older and tracking changes in the surveyed areas to address gaps, challenges and opportunities.
- Identify key strategic interventions for enhancing social cohesion and ensuring access to assistance, in accordance to the needs and capacities of the affected older people
- Identify opportunities at both community and household level in developing needed policy and forcing strategic changes.
- Identify principles for developing strategies that strengthen existing support mechanisms of older people.

The Specific Objectives of the research are as follows:

- To identify means to enhance the access of older people to protection services and information
- To identify the living conditions of the households and their demographic, social and economic characteristics.
- To identifying gap between older people's needs and their capacities to meet the needs.
- To identify and address gaps in the quality of the existing protection mechanisms to support older people, and their suitability to their needs.
- To explore capacity building needs of local actors,, networks and associations in support of Older people
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As such, it was deemed appropriate to outsource research center to facilitate and conduct this research optimally.

A- Process:

A Request for Quotation to outsource a research center will be sent to UN agencies to distribute it among their network of possible vendors. The Request for Quotation will be open for 15 day, against which the research center will bid to conduct the assessment and submit their offer, including the documents requested in the Request for Quotation. The evaluation committee will be composed including UN agencies, SCFAP to evaluate the offers up on the criteria listed in the Request for Quotation.

B- Duties and responsibilities:

In light with the guiding document, the tasks implied in this assignment are as follows:

- Draw up a plan of action and timetable for accomplishing various components of the consultancy assignment (taking into account the below suggested timeframe). This should include also the human resources that will be engaged in conducting the assessment including the experts and research assistants (data collectors);
- Meet with the concerned UN agencies to get a better understating on the ongoing or completed assessments on and to be able to identify the data gaps that is related to the subject of this assessment;
- Carry out desk/literature review about the subject of the assessment including the available books, reports and searching in the internet to review available reports and documentation; investigating similar assessment/experiences carried out in the Arab region;
- Further to the literature review, prepare an analytical report highlighting the main findings and gaps (it should be no less than 25 substantive pages);
- Prepare a Comprehensive Research Protocol specifying the sample design and size; identifying the target population in the assessment; the tools to be used in the qualitative and quantitative assessment ... etc.) including questionnaire or guidelines for households survey, meeting with key informants (employers of public and private sectors and policy makers) and focus group discussions with representatives of households and employers;
- Train field workers and pilot the tools and adjust them as it would require;
- Undertake the field work;
- Analyze qualitative and quantitative data that were obtained during the literature review and field work;
- Prepare and ensure timely delivery of the first draft of the analytical report synthesizing the findings and outcome of the consultancy;

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- Finalize report on basis of comments received and handled by SCFPA, MOSAL, CBS and UNFPA, noting that UNFPA will collect the inputs from UN agencies to facilitate the work of the research center;
- Adjust and revise the report following the feedback that will be received from UN agencies, SCFAP, CBS and MOSAL;
- Provide MOSAL, SCFAP, CBS and UNFPA an electronic and hard copy of the final report in Arabic and English;
- Facilitate a workshop to present the main findings.

C- Reporting:

The Research Center/ Lead Consultant will report to UNFPA representing administratively and financially in relation to this assessment concerned UN agencies, SCFAP, CBS and MOSAL.

D- Deliverables:

- Analytical Report as a result of the literature review;
- Research protocol including the guidelines of the data collection tools, the sample size and timeframe;
- Report on the piloting of the tools including the amendments made;
- Hard copies of completed forms and questionnaire and FGDs raw data. All of these be kept at SCFAP that can be accessible by all UN agencies involved in the assessment;
- Report of the workshop on the findings and suggested recommendation;
- Final report which constitutes the final outcome of this consultancy (in Arabic and English).

E- Assignment Duration and Time Frame:

October 2018 - March 2019 with (10) full working day/month. The detailed schedule of the research is tentatively as follows:

Pahe #	Activity	Tentative Time / duration	Expected output
Phase# 1	Preparation phase (one month and a half)	1 October – 15 Nov. 2018	<ul style="list-style-type: none"> • Literature review • Sample design • Draft the research format questionnaire • Assessment tools drafted
Phase# 2	Field work phase: (two months)	16 Nov. 2018- 15 Jan. 2019	<ul style="list-style-type: none"> • Tribal test • Field work • Focus groups and individual interviews



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Phase# 3	The stage of data collection, analysis and the issuance of technical report (one month and a half)	16 Jan. 2019–1st March 2019	• Field work, data processing. Technical report prepared and submission of the final report.
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F- Payment Schedule:

The payment of the contract shall be done to the awarded Research Center by mean of Bank Transfer, as per the following schedule:

- a. **30%** upon the submission of Research Protocols in the phase#1;
- b. **30%** upon the submission of documents of the phase #2;
- c. **40%** upon the submission of the approved final report of this project.