

**NATIONAL COMMISSION FOR LEBANESE WOMEN
and
UNITED NATIONS POPULATION FUND**

TERMS OF REFERENCE

I. GENERAL INFORMATION

Consultancy Title	Individual Consultant to Develop a Monitoring and Evaluation Framework for the National Action Plan for the implementation of the national strategy against VAW 2019-2021 - Lebanon
Project	101043
Duty Station	Beirut, Lebanon
Reports to	National Director (NCLW)
Duration of Consultancy	7 Weeks (10 of November 2019 to December23 2019)

II. BACKGROUND

Since 2006, the National Commission for Lebanese Women (NCLW) has been collaborating with the United Nations Population Fund (UNFPA) towards mainstreaming gender aspects in various development platforms, policies, and strategies. In 2012, this collaboration led to the development, launching, monitoring and reporting on the National Strategy for Women in Lebanon with its 2 national action plans (first one for 2013-2016 and second one for 2017-2019) as well as advocacy and media campaigns events on a range of subjects. In addition, UNFPA supported NCLW in carrying out research and studies including compilation of laws to eliminate discrimination against women.

Since 2006, NCLW and UNFPA also cooperated on the Women, Peace and Security (WPS) agenda (in line with UNSCR 1325), mainly through the WEPASS project, efforts pursued in 2016 and 2017 with consultative meetings in different Lebanese regions and national meetings. In 2019, NCLW and UNFPA partnership consolidated their previous work on WPS agenda, especially after the endorsement by the Council of Ministers of the NAP1325 on September 2019. In 2019 the Council of Ministers endorsed the National Action Plan (NAP) with regard to the implementation of the United Nations Security Council Resolution 1325 on "Women, Peace and Security". One strategic Pillar of this NAP is the National Strategy to prevent and combat violence against girls and women in Lebanon, and its action Plan. This strategy was developed by the OMSWA, together with UN Gender Working Group namely UNFPA & ESCWA, and will be implemented by NCLW, as the National Women Machinery.

The national action plan of the VAW strategy would require a robust and solid monitoring and evaluation (M&E) framework in order to ensure adequate monitoring of progress and achievements as well as reporting on and evaluating the interventions.

It is to be noted that UNFPA's support to the operationalization of the national WPS agenda and the VAW strategy is carried out in coordination with several other UN entities of which, ESCWA.

Based on the above, NCLW and UNFPA seek to engage an individual consultant expert whose responsibility is to elaborate the M&E framework for the implementation of the VAW NAP including (a) a monitoring plan consisting of tools and instruments for collecting data and information as well as periodicity, timeline and scope of monitoring and evaluation, (b) Reformulate and design a menu of contextual SMART indicators along with their definitions on levels of strategical priorities and interventions as well as c) their means of verification.

The individual consultant will be entrusted to carry out the below tasks in close collaboration with NCLW and the Head of the VAW technical committee at NCLW, and UNFPA:

III. FUNCTIONS AND TASKS

- 1) Carry out a desk review of similar frameworks, produced NAPs (related to Women, gender, VAW, 1325 UNSCR) M&E frameworks, SDGs global indicators, and other documents;
- 2) Participate in briefing meetings with NCLW, steering committee, technical committee and other stakeholders as proposed by NCLW;
- 3) Produce a results-based M&E Framework in ARABIC in line with the VAW Strategy outcomes and/or outputs;
- 4) Identify and define contextual SMART (Specific and measurable, achievable, relevant and time-bound) indicators for the VAW NAP at the outcomes and outputs levels taking into consideration the global indicators on SDGs aligned to Lebanese context;
- 5) Propose means of verification for each indicator (including source of information/data collection methods, etc.), frequency, periodicity and timeline of data collection and reporting (for monitoring and evaluation), guidelines, tools and platforms for data collection, evaluations, reporting system, and responsible parties for the reporting (Both quantitative and qualitative indicators should be used to monitor the NAP results);
- 6) Propose baselines and targets for the identified indicators through a participatory approach with the steering and technical committees under the guidance of NCLW;
- 7) Finalize and submit the M&E framework in ARABIC based on 1-day consultation with steering /technical committees.
- 8) Take part in 1-2 meetings if need be;

The consultancy will be carried out over a [period of 8 weeks and is expected to begin in early November until end of 23 December 2019 with a proposed timeframe as follows:

- 1) Consultation with steering/technical committees / Desk review (week 1)
- 2) Identification of indicators: (week 2)
- 3) Elaboration of indicators + means of verification + responsible parties: (week 3)
- 4) Proposing some Identification of baselines + targets: (week 4)

- 5) Presentation of work achieved to the steering /technical committee/ feedback and revisions: (week 7)
- 6) Finalization of M&E plan: (week 7)

IV. FINAL DELIVERABLES

Under the overall guidance and direct supervision of the National Director, the Project Manager and the Steering committee head on VAW (NCLW Vide President) and in consultation with UNFPA, the expert will be required to deliver the following:

- Deliverable 1: M&E Framework for the VAW NAP, including indicators, means of verification, responsible parties and definition for each indicator.
- Deliverable 2: Tools for data collection and data reporting
- Deliverable 3: M&E plan with frequency, periodicity, and timeline
- Deliverable 4: 1 progress report and 1 final report in Arabic including Indicators, means of verifications, definitions, potential baselines and targets.

V. NCLW CONTRIBUTION

To facilitate the work of the expert, NCLW will be providing the following:

- Draft of the VAW NAP
- Pertinent reports including recent CEDAW, UPR, Beijing+25 reports, 1325NAP,
- National women strategy and action plans and their yearly monitoring reports
- Work space for the expert if need be
- Support in organizing meetings if need be.

VI. REQUIRED QUALIFICATIONS

Education	Master’s degree in Social Sciences, Women/Gender Studies, Development Studies, or equivalent work experience.
Experience	<ul style="list-style-type: none"> • At least 6 years of increasingly responsible experience in data analysis and monitoring with focus on gender/development/human rights related work. • At least 4 years’ experience in research (both qualitative and quantitative). • Experience in strategic analysis and report writing outputs identification and M&E development. • Experience in developing M&E tools and templates and training practitioners on their use. • Familiarity with governmental and non-governmental entities in Lebanon is essential. • Proven experience in developing gender-responsive evaluations. • Familiarity with UN work is desirable.
Competencies	<ul style="list-style-type: none"> • Demonstrated knowledge and experience in gender audits • Strong communication skills in English and Arabic (oral and written); • Ability to work under pressure and to deliver on time; • Working in teams

	<ul style="list-style-type: none"> ● Communicating information and ideas ● Job knowledge/technical expertise ● Results orientation/Commitment to excellence
Language requirements	<u>Fluency and excellent writing skills in Arabic.</u> English is essential.
How to apply	<p>Interested candidates who meet the above qualifications should apply online by providing an updated CV (Word format) detailing work experience that is relevant to the vacancy requirements as indicated in the TORs, above as well as a cover letter with a quotation for the work including taxes in dollars clearly explaining why they meet the requirements, and clearly stipulating that they confirm being able to deliver final M&E framework by December 23 2019.</p> <p>The CV+ Cover letter (Including quotations should be submitted to the following email address: info@nclw.org.lb; no later than <u>November 5 2019</u> at noon (Lebanon time).</p> <p>Please indicate the following title under subject when submitting applications: “Immediate Recruitment: Individual Consultant to Develop a Monitoring and Evaluation Framework for the VAW NAP - Lebanon”</p> <p>NCLW will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest.</p>