

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

**TERMS OF REFERENCE
Lebanon**

I. GENERAL INFORMATION

Consultancy Title	Consultant for the development of CEDAW report
Project	LBN04NCL Enhancing National Women Machinery Capacities for Advancing Gender Equality
Duty Station	Beirut, Lebanon
Reports to	National Director (NCLW)
Duration of Consultancy	From March 1 to August 31, 2019 (6 months)

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 2019, this collaboration will continue and aims in one of its key results to follow up on the monitoring of the implementation of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), by Lebanon.

As per article 18 of the Convention, which stipulates: “States Parties undertake to submit to the Secretary-General of the United Nations, for consideration by the Committee, a report on the legislative, judicial, administrative or other measures which they have adopted to give effect to the provisions of the present Convention and on the progress made in this respect...”, NCLW and UNFPA seek to engage a senior consultant whose responsibility is to prepare the 6th periodic report of the Lebanese State as per the regular procedures, due in 2019.

The report will focus on the period between the consideration of the Lebanon’s previous report and the presentation of the current report (i.e. 2015-2019).

Under the overall guidance and direct supervision of the NCLW CEDAW Head of Committee, and in close coordination with the Project manager, as well as the NCLW/UNFPA Steering committee, the consultant will be undertaking the various tasks as described below.

III. FUNCTIONS AND TASKS

The consultant is expected to prepare a methodological plan with key milestones, timeline and deliverables related to the 4 key outputs of this consultancy and carry out the below tasks:

- 1) Develop **comprehensive questionnaire in Arabic aiming at collecting data, mainly statistics and precise information** for the official 6th CEDAW report from Line ministries and public administrations
- 2) Facilitate at least **3 consultative meetings** with various Civil Society Organizations stakeholders to complement data received, obtain feedback and insights on the implementation of CEDAW via statistics and information gathered and make sure the process of reporting on the implementation of CEDAW in Lebanon is participatory
- 3) **Analyze collected information and responses** received from various sources and draft in the format of the official 6th CEDAW report and as per the regular procedure guidelines of the Committee and as per CEDAW reports chapters.
- 4) Participate in and facilitate a **validation meeting** of final draft with national stakeholders;

A- Stages of data collection and report writing :

- Conduct desk research to collect and review relevant data
- Develop the questionnaires related to Ministries and public administrations to gather information , statistics and data needed for the report;
- Finalize questionnaire with the head of CEDAW committee (to be sent by NCLW)
- Collect, review, analyse the raw data received by NCLW based on outline decided upon with NCLW head of CEDAW committee.
- Process the data collected, in each report chapter. It is the tasks of the consultant to analyze the material collected and their content qualitatively and based on the components of the concluding observations. The analysis should highlight implemented steps and assess gaps and remaining needs and mainly the impact of any change on women.
- Submit draft report (based on an outline to be discussed with NCLW and UNFPA, as well as NCLW Head of CEDAW committee.)
- Ensure final report is comprehensive and inclusive of all comments obtained from stakeholders met during consultative process, as well as head of CEDAW committee and UNFPA and NCLW (as well as others if relevant)

B- Important notes regarding the guidelines¹ to draft the report and its annexes:

- The periodic report should be structured so as to follow the main clusters (parts I-IV) of the Convention.
- The report should review the articles of the Convention one by one, up to article 16
- The report should include data received by government entities and CSOs on their work for the past 4 years
- The report should answer the concluding observations received by the Lebanese State on the 4th and 5th combined State party CEDAW report.
- The report should address the implementation of the Convention with respect to different groups of women, in particular those subject to multiple forms of discrimination.

¹ Reporting guidelines of the Committee on the Elimination of Discrimination against Women, <https://www2.ohchr.org/english/bodies/cedaw/docs/annexi.pdf>

C- **Meetings and consultative process component:**

- The expert will take part in regular technical meetings with NCLW, CEDAW Committee and NCLW/UNFPA committee, and other counterparts if need be.
- Prepare a power point presentation (20-25 slides) summarizing the main findings of the report
- Take part and facilitate at least 3 consultative meetings to gather information with various CSOs to complement data received and obtain feedback and insights on the implementation of CEDAW
- Take part in 1 technical/national meeting to disseminate the findings of 6th CEDAW report at the request of NCLW

IV. FINAL DELIVERABLES

The consultant will be expected to deliver the following:

- Draft the **questionnaires in Arabic to be addressed to Public administrations and Key ministries by mid of March 2019**
- The final drafted report in **Arabic** shall include - in addition to the narrative sections – tables, graphs, quotes and references. **By July 31, 2019**
- Share draft report findings in a consultative process in at least **3 consultative meetings** with CSOs to take place tentatively on April- May 2019
- Share final report findings in at **least 1 dissemination/validation meeting on 14 august 2019**

V. NCLW CONTRIBUTION

To facilitate the work of the consultant, NCLW will be providing the following (but not exclusive):

- Sending questionnaires prepared by post to key ministries and Public Administrations
- Pertinent reports/documents including previous CEDAW reports
- National women strategy and action plan + yearly monitoring reports
- Review and input on the draft report
- Work space for the consultant if need be
- Organize consultative meetings with CSOs including extending invitations, provision of locale and catering services
- Organize dissemination/validation meeting
- Organize technical follow up meetings with CEDAW committee and NCLW/UNFPA steering committee and other counterparts if need be.

VI. REQUIRED QUALIFICATIONS

Education	PHD in Social Sciences, Women Studies, Gender, Development Studies, or equivalent extensive relevant work experience.
Experience	• At least 8 years of increasingly responsible experience in data analysis and monitoring with focus on gender/development/human

	<p>rights related work;</p> <ul style="list-style-type: none"> • At least 4 years’ experience in research (both qualitative and quantitative); • A strong experience in sectoral analysis; • Experience in strategic analysis and report writing; • Extensive experience with governmental and non-governmental entities in Lebanon is essential ; • Extensive experience with UN work is desirable.
Competencies	<ul style="list-style-type: none"> • Working in teams; • Communicating information and ideas ; • Proven reporting expertise; • Job knowledge/technical expertise; • Results orientation/Commitment to excellence.
Language requirements	<p>Fluency and excellent writing skills in Arabic. Good English and /or French is essential</p>
How to apply	<ul style="list-style-type: none"> • 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 Consultancy requirements as indicated in the TORs, above as well as a cover letter clearly explaining why they meet the requirements and their availability to deliver the main outputs of the consultancy in due time. • The CV+ Cover letter clearly stating the availability to deliver the 5 deliverables, should be submitted to the following email address: info@nclw.org.lb; <u>no later than Wednesday 20 February 2019 at noon (Lebanon time)</u>. • Please indicate the following title under subject when submitting applications: “Immediate Recruitment: Consultant for the development of CEDAW report • NCLW will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest.