

Terms of reference

Expert on Proposal Writing and Project Cycle Management

“Strengthening Women’s Political Participation at local level in Lebanon” Project

National Commission for Lebanese Women (NCLW)

2020-2021

Brief About NCLW

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the presidency of the Council of ministers.

As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

Brief about “Strengthening Women’s Political Participation at local level in Lebanon” Project

NCLW is implementing the “Strengthening Women’s political participation at the local level in Lebanon” project in partnership with GIZ, within the framework of the LEAD programme “Strengthening Women in Decision Making in the Middle East”. The project entails 2 components: a mentoring project and the implementation of recommendations and measures resulting from the Gender audits implemented in two municipalities by NCLW in 2018-2019.

Job Purpose

Under the mentoring component, NCLW will target women municipal council members and women leaders from different fields to work together as

tandems, with a main aim of enhancing the political participation and capacities of the women municipal council members. Under this component, women will be able to work together on a community initiative/mini project. NCLW is seeking to contract an expert on Proposal Writing and Project Cycle Management to train the participants of the mentoring project component. The purpose of the contract will be:

- Conducting capacity building workshops about drafting proposal, project management and budgeting to the women participants of the mentoring project.
- Supporting and coaching the women participants of the mentoring project in writing a small project proposal

Key Responsibilities

- Organizing workshops for capacity building on: proposal writing, project management and budgeting.
- Preparing pre-and post-tests and making sure to adapt the training for online methodology
- Helping the mentors and mentees with their proposals and reviewing them in order to send them to NCLW for feedback and approval within 2 days. Each micro-project will be funded by a third party.

Key Competencies

- Degree in Management (master degree will be an added value) with a good knowledge in human rights, and development.
- 4- 6 years of professional experience in similar roles, familiarity with governmental and non-governmental entities in Lebanon.
- Extensive experience in project management.
- Substantial experience in capacity building, training session, process of creating projects, budgeting.
- Experience in conducting face to face and online training workshops.
- Experience in women empowerment programs/projects
- Fluent in Arabic and English, French is a plus.
- Knowledge and skills in computer usage including word, excel, power point, Zoom, Microsoft teams and social media.
- Good organizational skills;
- Takes responsibility for own work and delegated project/processes.

Contract Terms

- **Period:** 4 Days.
- **Submission Guidelines:** Interested candidates in this position should send their CV along with a cover letter and outline of the methodology to be implemented to info@nclw.gov.lb and include the job title mentioned above in the email subject and cover letter by Tuesday 15 of December 2020. Applications received after the closing date will not be considered.
Only shortlisted candidates will be contacted.