

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Lebanon
Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands the possibilities for women and young people to lead healthy and productive lives. Since UNFPA started working in 1969, the number – and rate – of women dying from complications of pregnancy or childbirth has been halved. Families are smaller and healthier. Young people are more connected and empowered than ever before.</p> <p>The National Commission for Lebanese Women is the National Women Machinery and is as an official institution affiliated to the Presidency of the Council of Ministers. NCLW was established by law in 1998 to promote women’s rights in the Lebanese society and enhance gender mainstreaming in public institutions.</p> <p>Gender-based Violence (GBV) is a widespread problem, present in all societies and is transmitted across generations through socialization, with serious negative consequences on the psychological and physical well-being of individuals, on family relationships, and on the economic, social and political fabric of societies as a whole. GBV also perpetuates and reinforces gender inequality and discrimination and is a tremendous concern in humanitarian/health crises. In Lebanon, experiences have demonstrated that during this COVID-19 pandemic, the combination of economic and social stresses brought on by the pandemic, as well as restrictions on movement, confinement and weakened protection systems have increased the numbers of women and girls facing GBV.</p> <p>Addressing GBV is an integral aspect of the overall Women, Peace and Security agenda and specifically NAP 1325 since protection, prevention and participation are critical in respecting human rights and dignity and in tackling the root causes of conflict to create sustainable peace. Prevention and protection of women and girls from GBV including strengthening coordination mechanisms between different national institutions to respond effectively to GBV is one of the five strategic priorities that were defined and agreed upon in Lebanon’s 1325 NAP led by NCLW and endorsed by the Government of Lebanon.</p> <p>Since reaching a consensus and agreeing on the terms, phrases and concepts used in the field of GBV may have implications for action and would help standardizing efforts aiming at addressing GBV, it was agreed by relevant stakeholders to use the same terminology and language.</p> <p>Based on the above, and building on the previous lexicon developed by UNFPA Lebanon and its partners, UNFPA in close collaboration with the National Commission for Lebanese Women (NCLW) is recruiting an expert that will consult with relevant actors and conduct an update on the GBV lexicon that presents a wide range of terms used, referred to or reflected in reports, studies, manuals, tools and references related to GBV issued by governmental and non-governmental organizations, as well as those issued by the United Nations agencies in Lebanon.</p> <p>The revised lexicon, which is expected to include relevant GBV terms</p>

	<p>used in English, Arabic, and French, needs to be guided by international standards and adapted to suit the Lebanese context.</p> <p>The lexicon aims to unify for all practitioners (Internal Security Forces (ISF) officers, Judges, prosecutors and lawyers, doctors, forensic doctors, midwives, nurses, social/community workers, case management workers, and institutions (Governmental and non-governmental) the terms and definitions used, in order to reach common understanding when categorizing, describing and dealing with GBV cases.</p> <p>The development of the lexicon on GBV will improve GBV data collection and analysis and assist in developing GBV policies.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The expert will work under the direct supervision of the National Commission for Lebanese Women (NCLW) and the United Nations Population Fund (UNFPA) to revise the existing lexicon based on new and contextual resources as well as global standards and undertake the following duties:</p> <ul style="list-style-type: none">• Carry out an inception meeting to ensure clear understanding of the TORs and expected outcomes and deliverables.• Conduct a review of updated books, brochures, trainings, policy briefs, published and unpublished studies, and reports issued by governmental and non-governmental organizations, as well as those issued by Donors, INGOs and the United Nations agencies in Lebanon.• Develop methodology on a search for the various definitions and uses of GBV terms relevant to the different sectors to be conducted through surfing relevant internet web- pages, including those of the United Nations organizations, international organizations working in this field, in addition to pages of academic institutions and CSOs working on this issue.• Produce a revised lexicon including GBV terms relevant to different sectors and share it with national stakeholders for input and feedback. The lexicon should include relevant GBV terms used in English, Arabic, and French.• Review and finalize the lexicon based on partners and stakeholders' feedback.• Validate the lexicon in a meeting with relevant stakeholders.

Duration and working schedule:	4 weeks starting November 16, 2020 through December 14, 2020.																			
Place where services are to be delivered:	Home-based																			
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Final Deliverables to be submitted electronically on December 14, 2020																			
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<table border="1"> <thead> <tr> <th>Milestone</th> <th>Deliverables</th> <th>Timeline</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>- Literature review and development of work methodology</td> <td> <ul style="list-style-type: none"> Brief progress report </td> <td>November 24, 2020</td> <td>20% of overall amount</td> </tr> <tr> <td>- Draft Lexicon</td> <td> <ul style="list-style-type: none"> Draft lexicon </td> <td>December 4, 2020</td> <td>30% of the overall amount</td> </tr> <tr> <td>- Review and finalize the lexicon based on partners and stakeholders' feedback</td> <td> <ul style="list-style-type: none"> Final lexicon validated by stakeholders </td> <td>December 14, 2020</td> <td>50% of the overall amount</td> </tr> </tbody> </table>				Milestone	Deliverables	Timeline	Payment	- Literature review and development of work methodology	<ul style="list-style-type: none"> Brief progress report 	November 24, 2020	20% of overall amount	- Draft Lexicon	<ul style="list-style-type: none"> Draft lexicon 	December 4, 2020	30% of the overall amount	- Review and finalize the lexicon based on partners and stakeholders' feedback	<ul style="list-style-type: none"> Final lexicon validated by stakeholders 	December 14, 2020	50% of the overall amount
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Supervisory arrangements:	The expert will work under the direct supervision of the National Commission for Lebanese Women and UNFPA Lebanon CO																			
Expected travel:	N/A																			
Required expertise, qualifications and competencies, including language requirements:	<p>The Consultant should fulfill the following requirements:</p> <p>A. Education: Master's degree in Social Sciences, Public Health, Gender Studies, Development Studies, or other relevant field.</p> <p>B. Experience:</p> <ul style="list-style-type: none"> Strong understanding of GBV programming, guiding principles and relevant GBV IASC guidelines; At least 7 years' experience in GBV research (both qualitative and quantitative); Familiarity with governmental and non-governmental entities in Lebanon is essential; Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment; Strong communication skills; Familiarity with UN work is desirable. 																			

	C. Language and other skills: Proficiency in oral and written English, Arabic and French is essential.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	NCLW will ensure support to the expert and facilitate contact with stakeholders.
Other relevant information or special conditions, if any:	N/A

Signature of Requesting Officer in Hiring Office:

Date: November 3, 2020

Application process and deadline

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- A cover letter explaining your suitability for the work and previous work portfolio, and ability to meet the requirements
- Personal History form (P-11) which can be downloaded at the following link: <https://drive.google.com/file/d/1e9egqiyJHhiAXzLuAdvpJegSDPekzEIX/view?usp=sharing>
- Updated and relevant Personal CV

The above-mentioned documents should be submitted together by November 19, 2020 through the email link: bids_lbn@unfpa.org

Incomplete submission can be a ground for disqualification.