

Project Coordinator
Terms of Reference (TOR)

Summary:

Job title	Project Coordinator
Project title	Empowered and Capable Girls: Equitable Education for all
Purpose	To oversee the flow of the project
Location	Beirut, Lebanon
Duration	12 months
Start Date	1 August 2022
End Date	1 August 2023
Reporting to	NCLW Program coordinator and NCLW Projects Development Coordinator

Background:

In 2022, NCLW and UNICEF Lebanon signed an annual work plan for collaborations that aims at better understanding the barriers to access education for adolescent girls in the current multi-layered crisis that Lebanon is facing, and that might lead to higher risks of child marriage among adolescent girls.

The objectives of this project are to:

- Advocate for a law for the minimum age for child marriage.
- Raise awareness on the risks of child marriage.
- Address drivers of drop-out of schools and the importance of education
- Respond to the issue of period poverty by distributing the needed sanitary items for girls in schools.
- Promote seeking help behavior among adolescent girls and boys, caregivers, and communities.
- Enhance the capacity of ISF members in responding to GBV cases.
- Build the capacity of teachers, school personnel, and DOPs counselors in identifying and dealing with adolescent girls.

Objective:

NCLW and UNICEF are seeking a Project Coordinator to ensure the proper implementation of the whole activities of the project.

Specific tasks:

- Maintain and monitor project plans, schedules, work hours, budget, and expenditures, as well as prepare quarterly methodological planning for the activities and for the tasks with key milestones, timeline and deliverables, and in line with the AWP activities.
- Oversee the implementation of the activities while providing the required support when needed; coordinate activities and follow up on expenditure reports in line with AWP (mainly activities)
- Draft TORs to recruit needed experts, consultants, and trainers and finalize them upon NCLW's approval.
- Draft contracts for the needed experts and finalize them upon NCLW's approval.
- Follow up on budget management in coordination with NCLW's Accountant and Payroll Officer, and prepare relevant analytical and narrative reporting for the project in accordance with relevant templates, requirements, and deadlines and upon NCLW's approval.
- Ensure that the implemented activities meet the strategic objectives of the project and are aligned with indicators, MoVs, and KPIs.
- Ensure all documentation is maintained appropriately for each component.
- Determine project changes, assess project risks, and ensure constant feedback on the quality of implementation, taking corrective measures as necessary after NCLW's approval.
- Meet with NCLW and UNICEF, and MEHE/DOPS teams on regular basis for updates, and follow up on the development and progress of the activities as well as feedback.
- Facilitate the organization and convening of meetings with NCLW, UNICEF and experts/consultants/trainers/ CSOs etc.
- Prepare minutes of meetings, progress reports, briefing, concept notes, PPTs, attendance sheets, agenda etc.
- Document and follow up on important actions and decisions from meetings.
- Work in close coordination with the Administrative Officer and provide her/him with necessary instructions for the implementation of the project.

Expected deliverables:

- The project coordinator will provide the deliverables she/he is being in charge of, as agreed with NCLW and based on the AWP with UNICEF, according to a daily timesheet to be filled.

Reporting:

- a) Emails to be sent to the consultants/trainers/experts hired in the project, on a regular basis (as agreed with NCLW) to make sure the components and activities of the project are well implemented and challenges faced.
- b) Weekly emails to be sent to NCLW to keep it abreast of the progress of the project activities implementation and take its feedback and comments.
- c) Internal report to be presented to NCLW on a regular basis.

Expected background and experience:

The assignment requires the following qualifications and experiences from the project coordinator:

- Maters' degree in business administration, management, social sciences or other related disciplines.
- 3-5 years of experience in project coordination and monitoring with a focus on gender/GBV human rights-related work, and caring for child survivors.
- Experience with governmental and non-governmental entities is advantageous.
- Familiarity with UN agencies' work is desirable.
- Good understanding of the project management cycle and demonstrated experience in project implementation.
- Effective report writing and analytical skills.
- Good knowledge of gender and education issues.
- Able to manage a high workload, meet tight deadlines and prioritize tasks.
- Excellent interpersonal and communication skills both written and verbal.
- Strong organizational and delegation skills.
- Strong development and team building skill.
- Computer literacy in MS Outlook, MS Word, MS Excel, MS PowerPoint and Internet surfing.

How to apply:

Interested candidates must submit the following documents to demonstrate their qualifications:

- A cover letter explaining their suitability for the position.
- An updated copy of their Curriculum Vitae.

Prospective candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb; no later than Thursday 28 July 2022 at midnight (Beirut time), ensuring the subject line is denoted with the heading: NCLW / UNICEF project coordinator.

Incomplete submission will be a ground for disqualification.