

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

Lebanon

I. GENERAL INFORMATION

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| Consultancy Title | Technical consultant to develop a Monitoring and Evaluation framework for the National Women Strategy 3-years Action Plan |
| Project | LBN05NCL |
| Duty Station | Beirut, Lebanon |
| Reports to | Project Coordinator (NCLW/UNFPA), NCLW Projects Development Coordinator and NCLW Executive Director |
| Duration of Consultancy | October 2023 – December 2023 (10 working days) |

I. BACKGROUND

The National Commission for Lebanese Women (NCLW) 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.

Since 2006, NCLW has been collaborating with the United Nations Population Fund (UNFPA), towards mainstreaming gender aspects in various development platforms, policies, and strategies. In that regard, NCLW in collaboration with UNFPA drafted the National Strategy for Women in Lebanon ("the Strategy") for the 2022 to 2030 period. The Strategy has been recently validated by national stakeholders. Before starting the effective implementation, an action plan and a monitoring and evaluation framework need to be developed and set as soon as possible, before being validated by the concerned stakeholders.

Therefore, NCLW in collaboration with UNFPA are hiring a technical consultant to develop a Monitoring and Evaluation framework for the National Women Strategy 3-year Action Plan (M&E Expert). The recruited consultant will be coordinating and working closely with another consultant developing the 3-year action plan (Action Plan Expert).

II. FUNCTIONS AND TASKS

Under the overall guidance of NCLW's Executive Director, NCLW Projects Development Coordinator and the Project Coordinator, the M&E Expert will have the following responsibilities:

- Review and understand the strategy to align the M&E framework with its objectives
- Collaborate with the Action plan Expert
- Identify clear qualitative and quantitative indicators with clear definitions, units of measurements and baseline data
- Develop a comprehensive M&E framework that includes clear indicators, data collection methods, tools and reporting mechanisms to track progress and measure impact of the interventions outlined in the Action Plan (surveys, interviews, focus groups etc.)
- Define and elaborate how the data will be collected, including data sources and responsible entities
- Suggest data management and reporting system with the relevant procedures
- Provide NCLW with the elaborated tools, questionnaires, formats, templates and needed documents to monitor the implementation of the Action Plan by the stakeholders
- Participate and assist the Action Plan Expert in the organization of 5-7 consultation meetings and 1 validation meeting, to reflect the findings in M&E framework
- Develop training material on the use of the M&E tools developed
- Conduct a training with NCLW staff on the M&E framework developed
- Provide NCLW with all the M&E needed documents to create an online database for the reporting

III. DELIVERABLES

Expected deliverables:

- List of selected quantitative and qualitative indicators
- Data collection tools and plan
- M&E framework including details on selected indicators, data collection methods, data sources and reporting mechanisms
- Word document and PowerPoint Presentation on the M&E framework
- Documentation of the M&E framework development process

IV. NCLW CONTRIBUTION

To facilitate the work of the consultant, NCLW will:

- Provide the consultant with the Arabic and English versions of the National Women Strategy.
- Coordinate and follow up with key stakeholders for the consultations and validation meetings.
- Ensure all logistics for meetings are met and provided.
- Coordinate and follow up with the Action Plan Expert

V. REQUIRED QUALIFICATIONS

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| Education | Master's degree in Law, political science, social science, public management, information management or a related field of study. |
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| <p>Experience And Skills</p> | <ul style="list-style-type: none"> - Excellent knowledge in SPSS and Data management, analysis, and M&E framework development. - 5 to 7 years of experience in managing and implementing Monitoring & Evaluation system - Accuracy in researching, collecting, analyzing and presenting data - Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment. - Strong writing and communication skills. - Proven experience in gender matters, gender-based violence, sexual harassment, or women empowerment |
| <p>How to apply</p> | <p>Interested candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb no later than October 8, 2023, at midnight (Beirut time), ensuring the subject line is denoted with the heading:</p> <p>“NCLW/UNFPA – Technical expert to develop an M&E framework”, including the following:</p> <ul style="list-style-type: none"> • An updated CV. • A separate financial offer in US dollars and all taxes included (daily rate for 10 working days). • A sample of related work can be a plus <p>NCLW will only contact the shortlisted applicants submitting the required documents above and in which there is further interest</p> |