

**NATIONAL COMMISSION FOR LEBANESE WOMEN**  
**TERMS OF REFERENCE**  
**Lebanon**

**I. GENERAL INFORMATION**

Consultancy Title	Temporary VAW Safe Shelters Standards Trainer - NCLW/UNFPA
Project	Enhancing National Women Machinery Capacities for Advancing Gender Equality and Preventing Gender-Based Violence
Duty Station	Beirut, Lebanon
Reports to	Project Coordinator, Projects Development Coordinator and Executive Director (NCLW)
Duration of Consultancy	32 days (September - December 2024)

**II. BACKGROUND**

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is 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 Lebanese society and enhance gender mainstreaming in public institutions.

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 2024, NCLW will be working in close collaboration with UNFPA on a list of activities and interventions to eliminate gender-based violence and promote gender equality.

The Project in collaboration with UNFPA will consist of the following key interventions:

**Enhance institutional and service provision capacities through:**

- a) Training and conducting trainings for VAW shelter staff members to support the VAW shelters in the preparation of their internal action plans and timelines to meet the standards of temporary safe shelters for the protection of women and girls' survivors of violence.
- b) Uploading the developed Sexual Harassment Law module on NCLW's website.



This project builds upon a 2021 study<sup>1</sup> that assessed the needs of shelters and recommended the development of standards for Temporary Safe Shelters designed to protect women and girls who are survivors of violence. The standards were then developed and launched<sup>2</sup> in collaboration with the Ministry of Social Affairs (MOSA) with the support of UNFPA and ABAAD.

You can find the standards document in this link: <https://nclw.gov.lb/en/?s=standard>

Under the overall guidance and direct supervision of NCLW Executive Director, Projects Development Coordinator and Project Coordinator, the Temporary VAW Safe Shelters Standards Trainer will be in charge of preparing the content, materials for the workshop as well as conducting the induction workshops in the shelters, and deliver a final report.

### III. FUNCTIONS AND TASKS

The Temporary VAW Safe Shelters Standards Trainer is expected to:

- Conduct a needs assessment of the shelters to identify the needed focus areas of the induction workshops.
- Review existing documentation related to shelter services and policies.
- Develop the workshop content with a specific focus on enhancing the capacities of the shelter's staff in understanding and integrating the established standards. This training will support staff in effectively applying these standards, ensuring adherence to best practices and promoting shelters' operations.
- Create training materials, including presentations, handouts, and practical exercises that cover the following areas:
  - Social and psychological empowerment programs.
  - Educational programs.
  - Health programs.
  - Daily life support programs.
  - Healthy nutrition program.
  - Transportation services.
  - Visitors' program management.
  - Group activities.
  - Case management methodologies and procedures.
  - Response and intervention procedures.
  - Referral system.
  - Services for children accompanying women.

---

<sup>1</sup> [2021\\_07\\_Shelter-Study-Final.pdf \(nclw.gov.lb\)](#)

<sup>2</sup> <https://nclw.gov.lb/7237/%d8%ad%d9%81%d9%84-%d8%a5%d8%b7%d9%84%d8%a7%d9%82-%d9%88%d8%ab%d9%8a%d9%82%d8%a9-%d9%85%d8%b9%d8%a7%d9%8a%d9%8a%d8%b1-%d8%af%d9%88%d8%b1-%d8%a7%d9%84%d8%ad%d9%85%d8%a7%d9%8a%d8%a9-%d8%a7%d9%84%d8%a2/>

- Integration of women and girls with disabilities.
- Support for mental health disorders.
- Conduct a series of 8 induction workshops and training sessions for shelter’s staff.
- Assist shelters in the development of internal action plans to align with the standards of temporary safe shelters for the protection of women and girls’ survivors of violence
- Utilize interactive methods to engage participants and enhance learning outcomes.
- Include role-playing, case studies, and group discussions to ensure practical understanding.
- Develop evaluation tools to assess the effectiveness of the induction workshop.
- Gather feedback from participants to identify areas of improvement.
- Provide a final report detailing training outcomes, feedback, and recommendations for further improvements.
- Offer ongoing support and consultation to address any issues or questions arising post-training.
- Provide additional resources or refresher sessions if needed.

#### IV. REQUIRED QUALIFICATIONS

Education	<b>University degree in Psychology, Social Work, public management, Gender Studies, Education and Training or a related field of study.</b>
Expected Background and Skills	<ul style="list-style-type: none"> <li>● Minimum of seven years of experience in areas related to GBV, Violence Against Women, Case Management, and Empowerment Programs.</li> <li>● Experience with governmental and non-governmental entities is advantageous.</li> <li>● Familiarity with UN agencies’ work is desirable.</li> <li>● Effective report writing and analytical skills</li> <li>● Ability to work effectively both independently and as part of a team.</li> <li>● Strong communication skills</li> <li>● Ability to work on tight deadlines.</li> <li>● Ability to work under pressure.</li> <li>● Proven experience in training and capacity building, particularly in the context of social services or shelters.</li> <li>● Strong understanding of legal, socio-economic, and health-related issues affecting women and girls.</li> <li>● Excellent communication and presentation skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to develop engaging and practical training materials.</li> </ul>
Language requirements	Proficiency in oral and written Arabic and English are essential. French is a plus
How to apply	<ul style="list-style-type: none"> <li>• Interested candidates in this position should send their: <ul style="list-style-type: none"> <li>- CV</li> <li>- Cover Letter</li> <li>- Financial Proposal in USD/day</li> </ul> </li> </ul> <p>To <b>info@nclw.gov.lb</b> and include the job title “Temporary VAW Safe Shelters Standards Trainer– NCLW/UNFPA Project” in the email subject and cover letter by <b><u>September 4, 2024.</u></b></p> <ul style="list-style-type: none"> <li>• Applications received after the closing date will not be considered.</li> <li>• Only shortlisted candidates will be contacted.</li> </ul>

