

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### Lebanon

#### I. GENERAL INFORMATION

Consultancy Title	<b>Project Coordinator - NCLW/UNFPA</b>
Project	<b>Enhancing National Women Machinery Capacities for Advancing Gender Equality and Preventing Gender-Based Violence</b>
Duty Station	<b>Beirut, Lebanon</b>
Reports to	<b>Projects Development Coordinator and Executive Director (NCLW)</b>
Duration of Consultancy	<b>August - December 2024</b>

#### 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/induction meetings 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.

Under the overall guidance and direct supervision of NCLW Projects Development Coordinator and NCLW Executive Director, the Project Coordinator will be in charge of assisting the team with the

implementation of activities and coordination of resources, equipment, workshops, meetings, and information.

The project coordinator will work on the project and will deliver tasks on time within the budget and quality desired.

He/She will ensure the effective implementation of NCLW/UNFPA 2024 activities.

### **III. FUNCTIONS AND TASKS**

The Project Coordinator is expected to:

- Maintain and monitor the project plan, project schedules, work hours, budget, and expenditures.
- Prepare quarterly methodological planning for the activities and for the tasks with key milestones, timeline and deliverables, and in line with the NCLW/UNFPA workplan.
- Oversee the implementation of the activities while providing the required support when needed; coordinate activities and follow up on expenditure reports in line with the Annual Work Plan
- 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 following 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.
- Coordinate Logistics and Procurement for Meetings/Training: procure catering and necessary equipment and materials; manage participant communication; and ensure compliance with procurement policies and budget constraints for smooth execution.
- 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.
- Prepare minutes of meetings, progress reports, briefings, concept notes, PPTs, attendance sheets, agenda, etc.
- Organize and attend relevant meetings and workshops.
- Ensure project deadlines are met.
- Collect, and analyze monitoring data and produce reports periodically.
- Assist the team according to needs.
- Undertake project, administrative, and logistics tasks as required.
- Ensure that the project adheres to frameworks and all documentation is maintained appropriately.
- Create a project management calendar for fulfilling each activity, goal, and objective in cooperation with the team.

#### IV. REQUIRED QUALIFICATIONS

Education	<b>University degree in political science, public management, or a related field of study.</b>
Expected Background and Skills	<ul style="list-style-type: none"><li>• Two years of experience in project coordination and monitoring with a focus on gender/GBV human rights-related work.</li><li>• Experience with governmental and non-governmental entities is advantageous.</li><li>• Familiarity with UN agencies' work is desirable.</li><li>• Good understanding of the project management cycle and demonstrated experience in project implementation.</li><li>• Effective report writing and analytical skills</li><li>• Knowledge of file management, transcription, and other administrative procedures is a plus.</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></ul>
Language requirements	<b>Proficiency in oral and written Arabic and English are essential. French is a plus</b>
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/month</li></ul></li></ul> <p>To <b>info@nclw.gov.lb</b> and include the job title “Project Coordinator – NCLW/UNFPA Project” in the email subject and cover letter by <b><u>July 31, 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>