

Terms of Reference

Projects Development Coordinator

Background and Objective

The National Commission for Lebanese Women (NCLW) is an official body, established in 1998 by Law 720, and is directly affiliated to the Presidency of the Council of Ministers (PCM).

As the National Women Machinery, NCLW has three missions:

- **Consultation mission** where NCLW acts as a consultative body for the Lebanese government and other public administrations and institutions;
- **Coordination mission** as NCLW is the national coordinator on gender-based issues between public institutions and Civil Society Organizations;
- **Executive mission** where NCLW works on the development and implementation of national strategies and action plans; and production of studies as well as recommendations in collaboration with various stakeholders.

Under the overall guidance of the NCLW Executive Director, NCLW seeks to hire a full-time Projects Development Coordinator to support the design, coordination, implementation, and monitoring of programs and projects.

Responsibilities and Tasks

1- Project Design & Development

- Develop concept notes, proposals, work plans, and budgets in close collaboration with the financial department.
- Conduct research to support project development and implementation.
- Identify potential funding opportunities and contribute to resource mobilization efforts.
- Prepare and review Memorandum of Understanding (MOU), Agreement of Cooperation (AoC), and Partner agreements.

2- Coordination & Implementation

- Plan, coordinate, implement, and monitor multiple programs and projects with partners, including UN agencies, INGOs, NGOs, and CSOs along with ministries and public institutions.
- Ensure program and project activities and deliverables align with agreements, proposals, and work plans.
- Work closely with the NCLW team to ensure smooth project implementation and coordination.
- Organize, attend, and actively participate in stakeholder meetings.
- Facilitate collaboration between different partners and resolve cross-functional issues at the project level.
- Prepare and deliver presentations as required.

3- Monitoring & Reporting

- Develop and maintain project management tools, including schedules, work plans, and progress tracking systems.
- Ensure projects adhere to frameworks, guidelines, and donor requirements, maintaining appropriate documentation.
- Draft periodic reports for NCLW management and donors, ensuring accuracy and timeliness.
- Maintain oversight of project budgets, expenditures, and compliance with financial guidelines.
- Develop a project management calendar to track goals and deliverables in collaboration with the team.
- Document and follow up on key decisions and action points from meetings.
- Ensure timely completion of project milestones and deliverables.

4- Technical & Team Support

- Provide technical and operational support to the team as required.
- Attend capacity-building initiatives for NCLW staff and partners when relevant.
- Support team members in the development and implementation of ongoing initiatives, interventions, projects and programs

Knowledge, Competencies and Skills

Educational Background

- A Masters' degree in Political Science, Public Administration, Law, International Relations, Development Studies, or a related field.

Knowledge

- A minimum of three years of relevant experience in project management, proposal writing, donor reporting, or coordination within development organizations, NGOs, or public institutions.
- A minimum of two years' experience in work related to gender equality, women's rights, and development policies is desirable.
- Experience in managing multi-stakeholder projects and working with international donors is an asset.
- Experience in projects with public entities is an asset.
- Familiarity with financial tracking, budget preparation, and project reporting.
- Strong working knowledge of Microsoft Office, including Excel, Word, and PowerPoint; experience with project management software such as Microsoft Project or Planner is a plus.

Skills & Competencies

- Strong ability to work independently and within a team.
- Excellent time management and ability to work on tight deadlines and under pressure.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills in **Arabic, French, and English** (proficiency in all three languages is essential).

Submission Guidelines

Interested candidates in this position should send their CV along with a cover letter to info@nclw.gov.lb with the subject line: "Projects Development Coordinator Application" by **March 28, 2025**.

Late applications will not be considered.

Shortlisted candidates will be invited for an interview and a written test.

Only shortlisted candidates will be contacted.