

## Terms of reference

### Part-time Data Management Consultant

National Commission for Lebanese Women (NCLW)

<b>Position:</b>	Part-time Data Management Consultant
<b>Organization:</b>	National Commission for Lebanese Women (NCLW)
<b>Location:</b>	Beirut, Lebanon
<b>Duration:</b>	September 2025 - December 2025

### About NCLW

The National Commission for Lebanese Women (NCLW) is an official body established in 1998 by Law 720, directly affiliated with the presidency of the Council of Ministers. As the National Women's Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women in Lebanon.

In accordance with NCLW mandate, NCLW adopted the reporting platform “ActivityInfo” to collect the relevant data, in order to complete related national and international reports, including those related to Women, Peace and Security (WPS), CEDAW periodic reports, and others.

Therefore, NCLW seeks to hire a **part-time Data Management consultant**, under its joint project with UN Women.

### Objective

The Data Management Consultant will work closely with the NCLW team and various national stakeholders and partners to ensure accurate, relevant and timely data collection and reporting through the online platform.

He/She will be responsible for the creation of the database, data extraction, tracking, exporting, and cleaning.

### Duties and responsibilities

Under the supervision of NCLW’s General Secretary, NCLW’s Executive Director, NCLW Project Coordinator, and NCLW Information Management Officer, the Data Management Consultant will have the following responsibilities:

1. Coordination, Data Collection and Reporting:

- Create a new database on the online reporting platform;
- Create new users accounts and adding the stakeholders to the ActivityInfo platform to access the database, if needed;
- Provide training sessions to the intended users if deemed necessary by NCLW team;
- Prepare documents, sheets and guides (tailored to each stakeholder, if necessary) to facilitate the data collection process;
- Coordinate and maintain regular communication with relevant national and international stakeholders and partners to ensure timely and accurate data submission through the online reporting platform (ActivityInfo);
- Assist stakeholders in understanding the reporting requirements and provide necessary one-on-one technical support in data collection processes;
- Ensure data is collected in a standardized and consistent manner to facilitate analysis and reporting;
- Cross-verify data from different sources to ensure consistency and reliability.

## 2. Data Management:

- Oversee the overall data management process and ensure the collected data is properly documented, organized and stored securely;
- Perform data quality checks to identify and resolve discrepancies or errors;
- Establish a feedback mechanism with stakeholders to gather their input on data collection and reporting to improve data quality and reporting efficiency.

## 3. Data Analysis and Reporting

- Prepare comprehensive reports and visualizations to effectively communicate findings;
- Collaborate with NCLW team in preparing reports and identifying trends, patterns and insights

## 4. Continuous Improvement

- Identify opportunities for process improvement in data collection, management, and analysis;
- Proactively suggest enhancements to the reporting platform to improve user experience and data accuracy.

### **Deliverables**

- Monthly Progress Report
- Monthly Timesheet

### **Payment Methods**

Monthly Payment upon submission of the timesheets and progress report.

## **Expected background and experience**

### Qualification:

A university degree (Bachelor Level) in Data Science, Data Management, MIS, Computer Science, Information management or any other related field.

### Professional Experience:

- Minimum 5 years' experiences in Information Management, data management, IT and software development, preferably in the context of monitoring and evaluation of development programs or projects;
- Experience with humanitarian organizations in similar assignments;
- Familiarity with data collection tools and platforms, particularly ActivityInfo or similar online reporting systems;
- Demonstrated experience in developing and managing databases or applications;
- Proficiency in data analysis software (e.g. Excel, SPSS or similar tools);
- Strong communication and interpersonal skills to effectively engage with stakeholders and partners;
- Attention to details and high level of accuracy in data handling and documentation.

### **Contract terms:**

**Period:** 48 working days throughout September 2025 till December 2025

### **Submission Guidelines:**

Interested candidates are invited to submit the following documents to the National Commission for Lebanese Women (NCLW):

1. A **detailed CV** highlighting relevant experience;
2. A **cover letter** explaining the applicant's interest and qualifications for the consultancy;
3. A **financial proposal** indicating the monthly rate in USD (net);

Applications should be submitted by email to: [info@nclw.gov.lb](mailto:info@nclw.gov.lb)

**Deadline for submission:** September 01, 2025

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.