

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### Lebanon

#### I. GENERAL INFORMATION

Consultancy Title	Communication and Instructional Design Consultant – NCLW/UNFPA 2025
Project	Enhancing National Women Machinery Capacities for Advancing Gender Equality and Preventing Gender-Based Violence
Duty Station	Beirut, Lebanon
Reports to	NCLW Executive Board Secretary
Duration of Consultancy	Mid-September – End-October 2025

#### 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 2025, 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:

##### **Implementation of the Sexual Harassment Law:**

a) Dissemination and roll out of the "Self-learning online training courses on sexual harassment" in the workplace.

##### **Gender Based-Violence**

a) Developing and launching a National Platform for GBV Data Collection, Storage, and Analysis under the Lebanon National Gender Observatory (GBV-LNGO)

The Communication and Instructional Design Consultant will be responsible for the following deliverables:

- 1) Developing a tutorial animated infographic video using motion. The infographic should be of a maximum duration of 1 minute developed in Arabic, and should include English subtitles.
- 2) Developing 4 awareness visuals for a self-learning online training course on sexual harassment in the workplace, and designing other documents related to the project, communication, and promotional material when required.

Their role therefore includes designing clear, engaging, and accessible content that effectively communicates key concepts, raises awareness, and supports learners in understanding their rights and responsibilities in fostering a safe and respectful work environment.

### III. FUNCTIONS AND TASKS

The Communication and Instructional Design Consultant is expected to:

- Design and produce awareness materials for self-learning online training courses on sexual harassment in the workplace.
- Develop communication materials that highlight the importance of preventing and addressing sexual harassment at work.
- Adapt content for diverse audiences, ensuring accessibility and inclusivity in language and format.
- Incorporate visuals, graphics, and interactive elements to enhance learning and retention.
- Work closely with project team, subject matter experts, and stakeholders to validate content.
- Provide progress updates and final deliverables according to project timelines and quality standards.

### IV. REQUIRED QUALIFICATIONS

Education	<b>Bachelor degree in Graphic Design, Communication, or any other related qualifications including art and design.</b>
Expected Background and Skills	<ul style="list-style-type: none"><li>• 3–5 years of proven experience in developing instructional materials, online training modules, or awareness campaigns. Experience with governmental and non-governmental entities is advantageous;</li><li>• Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, or similar;</li><li>• Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management;</li><li>• Having worked on project designs related to women’s rights and women empowerment is a plus;</li><li>• Familiarity with UN agencies’ work is desirable;</li><li>• Experience in designing self-learning or digital learning content;</li><li>• Ability to work on tight deadlines;</li></ul>

	<ul style="list-style-type: none"> <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/deliverable</li> </ul> </li> </ul> <p>To <b>info@nclw.gov.lb</b> and include the job title “Communication and Instructional Design Consultant – NCLW/UNFPA Project” in the email subject and cover letter by <b><u>September 4, 2025.</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>