NATIONAL COMMISSION FOR LEBANESE WOMEN
TERMS OF REFERENCE
Lebanon

I. GENERAL INFORMATION

Consultancy Title	**Monitoring and Evaluation Expert – 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-December 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 Monitoring and Evaluation (M&E) Expert will be responsible for monitoring and evaluating the implementation of the roll-out of the Self-learning Online Training Course on Sexual Harassment in the Workplace. The expert will design and apply appropriate monitoring tools, track progress against objectives, and evaluate the effectiveness and impact of the training.

III. FUNCTIONS AND TASKS

The Monitoring and Evaluation Expert is expected to:

- Develop and apply an M&E framework, tools, and indicators to assess the implementation of the roll-out and outcomes of the Self-learning Online Training Course on Sexual Harassment in the Workplace;
- Assess the relevance, effectiveness, and accessibility of the training materials to ensure they meet learning objectives and user needs;
- Evaluation & Reporting: Conduct periodic evaluations and prepare reports summarizing findings, challenges, and lessons learned;
- Provide evidence-based recommendations for improving the training content, delivery, and learner experience;
- Coordinate with project staff, consultants, and stakeholders to validate results and ensure alignment with project objectives.

IV. REQUIRED QUALIFICATIONS

Education	**Master's Degree in Social Science or a related field.**
Expected Background and Skills	5 years of relevant experience in monitoring and evaluation within development projects, NGOs, UN agencies, or related organizations. - Proven experience using research methods with mixed-methods data collection and analysis skills, and deep knowledge of the key concepts and theories underpinning expert debates on the topic. - Strong organizational and time management skills, including the ability to work independently on multiple projects with competing deadlines. - Ability to work under pressure. - Excellent communication and presentation skills, specifically the ability to deliver succinct and persuasive analysis.
Language requirements	**Proficiency in oral and written Arabic and English are essential. French is a plus**
How to apply	Interested candidates in this position should send their: - CV - Cover Letter - Financial Proposal in USD/day

To **info@nclw.gov.lb** and include the job title "M&E Expert – NCLW/UNFPA Project" in the email subject and cover letter by **September 4, 2025.**

- Applications received after the closing date will not be considered.

- Only shortlisted candidates will be contacted.