

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

Lebanon

I. GENERAL INFORMATION

Consultancy Title	Web Expert-Firm – 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 releasing a National Platform for Gender Based Violence Data Collection, Storage, and Analysis under the Lebanon National Gender Observatory (GBV-LNGO).

The Web Expert-Firm will be responsible for designing, developing and releasing a National Platform for GBV Data Collection, Storage, and Analysis under the Lebanon National Gender Observatory (GBV-LNGO).

III. FUNCTIONS AND TASKS

The following tasks will be expected of the Web Expert-Firm:

- Design, develop, and release a secure and user-friendly web-based National Platform for GBV Data Collection, Storage, and Analysis under the Lebanon National Gender Observatory (GBV-LNGO) in both Arabic and English.
- Coordinate with the GBV Expert who will be developing the content of the platform, and implement the modules, structure, content, and framework of the platform.
- Design the layout and create the visual design (including dashboard) of the platform by integrating the data collection tools, indicators, reporting forms, and other content provided by the GBV Expert.
- Provide handover package, including technical documentation, user manuals, and training materials for stakeholders and end-users in Arabic and English.
- Provide functionality, usability, security, and performance testing, and pilot the platform with NCLW.
- Ensure the compliance of the platform with GBV data ethical standards (confidentiality, do no harm...).
- Ensure the platform can export data for reporting and analysis.
- Apply NCLW branding guidelines and ensure their compliance.
- Establish a sustainability and handover plan to ensure long-term use and management of the platform.
- Integrate NCLW's comments and feedback, as well as to back-and-forth revisions.
- Guide and train the NCLW team on how to use and manage the platform through the web hosting needs and security setups/ controls.
- Be flexible and responsive to the services requested as well as provide innovative ideas and recommendations, and serve as a resource for problem analysis and solution.

The website design must be secured and should be adhered to the security best practices.

IV. REQUIRED QUALIFICATIONS

Expected Background and Skills	<ul style="list-style-type: none">• Minimum 7 years of professional experience in web development, digital platforms, or information systems, in the field of IT as a website designer/developer• Proven experience in secure database-driven platform, preferably in humanitarian or development context.• Experience with Arabic/English platforms.
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	<ul style="list-style-type: none"> • Strong knowledge of database management, cloud systems, and cybersecurity protocols. • Excellent communication and collaboration skills to work with multi-sector stakeholders. • Strong skills in User Experience (UX), User Interface (UI), and visual design, ensuring a user-friendly bilingual platform. • Proven experience in frontend and backend development using modern web technologies (e.g., HTML, CSS, JavaScript frameworks, PHP, Python, Ruby, or equivalent). • Familiarity with design tools (e.g., Photoshop, Illustrator, Sketch or similar) and understanding of basic SEO principles. • Understanding of End Users needs to match with adequate technical solutions. • Familiarity with web servers and their functionality. • Proven track record in developing large-scale, secure data platforms, preferably in the humanitarian or development sector. • Ability to work under pressure.
Language requirements	<p>Proficiency in oral and written Arabic and English are essential. French is a plus</p>
How to apply	<ul style="list-style-type: none"> • Interested candidates in this position should send their: <ul style="list-style-type: none"> - Firm Profile - CV of Firm team members - Financial Proposal in USD - Technical Proposal - Profile and samples of similar work done (provide any links to active web addresses and websites designed or edited by the contractor, as well as any proof of successful communications/web assignments) - Legal Registration documents <p>To info@nclw.gov.lb and include the job title “Web Expert-Firm – NCLW/UNFPA Project” in the email subject and cover letter by <u>September 12, 2025.</u></p> <ul style="list-style-type: none"> • Applications received after the closing date will not be considered. • Only shortlisted candidates will be contacted.