

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### Lebanon

#### I. GENERAL INFORMATION

Consultancy Title	Content 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	6 working days throughout mid-September and 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 Content expert will be responsible for delivering 2 introductory meetings in Arabic with the aim of introducing participants to the existing self-learning online training on sexual harassment law in the workplace, which will be attended by up to 30 representatives from private organizations/companies.

### III. FUNCTIONS AND TASKS

The Content Expert is expected to:

- Introduce participants to the training objectives, structure, and learning outcomes.
- Provide legal background and contextual information on sexual harassment laws and regulations in Lebanon.
- Highlight the importance of the training in promoting safe and inclusive work environments.
- Respond to participants' questions about the training content and sexual harassment laws and regulations.
- Gather feedback on the clarity and accessibility of the modules.
- Coordinate with project staff and consultants, including the M&E Expert.

The following deliverables are expected of the Expert:

- 2 introductory meetings in Arabic on the existing "Self-learning online training courses on sexual harassment" in the workplace.
- A final report on the 2 meetings.

### IV. REQUIRED QUALIFICATIONS

Education	<b>Bachelor degree in Law, Social Sciences or other related field. Master's degree is a plus.</b>
Expected Background and Skills	<ul style="list-style-type: none"> <li>• 5 years of professional experience in legal practice, policy development, or human rights advocacy, with a focus on gender-based violence (GBV);</li> <li>• Proven knowledge of Lebanese labor law and relevant frameworks;</li> <li>• Keen knowledge of the Sexual Harassment Law in Lebanon;</li> <li>• Keen knowledge of the gender context in Lebanon;</li> <li>• Excellent communication and collaboration skills to work with multi-sector stakeholders;</li> <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> </ul> </li> </ul>

- Cover Letter
- Financial Proposal in USD/day

To **info@nclw.gov.lb** and include the job title “Content Expert – NCLW/UNFPA Project” in the email subject and cover letter by **September 19, 2025.**

- Applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted.