

TERMS OF REFERENCE

Lebanon

I. GENERAL INFORMATION

| | |
|-------------------------|---|
| Consultancy Title | Part-time Data Management Consultant - NCLW/UNFPA 2026 |
| 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 months between June and December 2026 |

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 2026, NCLW will continue to in close collaboration with UNFPA on interventions to eliminate gender-based violence and promote gender equality.

The Project in collaboration with UNFPA will include the following key intervention:

Subscription to the ActivityInfo Reporting Platform:

a) Subscription to the “ActivityInfo” reporting platform for NCLW to collect relevant data to complete related national and international reports, including those related to Women, Peace and Security (WPS), periodic reports for the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), UPR, and others.

The part-time 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.

III. FUNCTIONS AND TASKS

Under the supervision of NCLW's General Secretary, NCLW's Executive Director, NCLW Program 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.

The following deliverables are expected of the Expert:

- Monthly Progress Report
- Monthly Timesheet

IV. REQUIRED QUALIFICATIONS

| | |
|--------------------------------|--|
| Education | A university degree (Bachelor Level) in Data Science, Data Management, MIS, Computer Science, Information management or any other related field. |
| Expected Background and Skills | <ul style="list-style-type: none">• 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. |
| Language requirements | Proficiency in oral and written Arabic and English are essential. French is a plus |
| How to apply | <ul style="list-style-type: none">• Interested candidates in this position should send their:<ul style="list-style-type: none">- CV- Cover Letter- Financial Proposal in USD/month <p>To info@nclw.gov.lb and include the job title "Part-time Data Management Consultant – NCLW/UNFPA Project" in the email subject and cover letter by <u>April 17, 2026.</u></p> <ul style="list-style-type: none">• Applications received after the closing date will not be considered.• Only shortlisted candidates will be contacted. |