

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment Name	PROJECT AND COORDINATION CONSULTANT (WE-HUB – NCLW)
Beneficiary	1
Country	Lebanon
Total estimated number of days	210 (Duration from: May 2026 – June 2027)

II. Context and justification of the need

Project Description

The 2021 Joint Communication on a “Renewed partnership with the Southern Neighborhood - A new Agenda for the Mediterranean” underlines the importance to give special attention to the promotion of the role of women in society and the economy as part of a renewed commitment to the rule of law, human and fundamental rights, equality, democracy and good governance. In line with EU external and internal policy areas set under the Gender Action Plan (GAP) III which scales up the EU contribution to reach SDG 5.2 in all EU internal and external policy areas and across the 2030 Agenda, the European Commission has adopted in 2022 the Action “Women Empowerment Hub in Lebanon (WE HUB)” financed under the Neighborhood, Development and International Cooperation Instrument (NDICI-Global Europe).

The overall objective of the action is to promote the advancement and empowerment of women for effective realization of gender equality. The specific objectives of the project are:

- SO1. Increase women’s leadership and participation in political and public sphere.
- SO2. Foster an enabling environment for better engagement of women in the workforce.
- SO3. Enhance key legislative reform and measures that protect women from all forms of violence.

The expected results of the action are as follows:

Under SO1:

- Women feel more empowered to engage in political life.
- Women are more visible in public space. They gain competencies, networks, confidence and legitimacy.
- Policy dialogue at national level is enhanced and the political and legislative framework is more compliant with gender equality.

Under SO2:

- Women and civil society are better equipped to address discriminatory social norms and gender stereotypes.
- Policies stemming from evidence-based information and recommendations to combat gender discrimination and inequalities are adopted by different stakeholders on a systemic level.
- More women can access employment and entrepreneurship opportunities, in non-traditional and unconventional sectors.

Under SO3:

- Actors in the line of protection offer better services to VGB-survivor and their coordination with NGOs is enhanced.
- The access to justice of GBV survivors is enhanced.
- The existing legal framework for protection of women from violence is more enforced.

WE-HUB Project implemented by Expertise France and service provider/partner. Expertise France will be in charge of components 1 and 3 and responsible for the overall coordination of the project and donor reporting. GIZ will be in charge of component 2.

Current Context

Efforts to advance gender equality in Lebanon continue to face an important structural challenge: the limited availability of consistent, comparable, and institutionally anchored gender-related data. While women's rights, participation, and protection have received increasing policy and advocacy attention, the production and use of reliable gender-disaggregated data remain uneven. Existing information is often generated through fragmented initiatives, short-term projects, or sector-specific studies that do not always feed into a coherent national knowledge base¹. This weakens the ability of institutions to track trends over time, identify persistent inequalities, and support evidence-based planning and reform. It is especially consequential in areas such as women's political participation, women's economic inclusion, and violence against women, where the absence of systematic data can limit both policy responsiveness and public accountability.

At the same time, the issue is not limited to data production in a narrow statistical sense. It also concerns the institutional capacity to organize, interpret, and mobilize knowledge in support of public action. Lebanon's gender equality agenda depends not only on legal and policy commitments, but also on stronger mechanisms for coordination across institutions, better follow-up on implementation, and more sustainable links between evidence, policy dialogue, and action planning. In that sense, research, observatories, barometers, and monitoring tools are not side activities; they are part of how national institutions can better guide reform, identify priorities, and sustain momentum on women's empowerment in practice.

¹ Gender Statistical Profile, 2023 https://lebanon.unwomen.org/sites/default/files/2023-07/genderstatisticalprofile_lebanon_2023.pdf

The Role of NCLW

Within this landscape, the National Commission for Lebanese Women (NCLW) occupies a central institutional position. NCLW was established by Law No. 720 of 5 November 1998 and is affiliated with the Presidency of the Council of Ministers. According to its legal mandate, it serves as a consultative body to the Lebanese government and public institutions on issues related to the status of women and equal opportunities, while also carrying a liaison and coordination role with public administrations, civil society actors, and Arab and international organizations. Its execution mandate further includes proposing national strategies for the advancement of women, preparing and implementing action plans and activities, following up on their implementation, and conducting research, surveys, and publications on women's issues².

NCLW is not only a policy actor; it is also a convening and coordination institution with a mandate that directly spans strategy, implementation follow-up, partnerships, and knowledge production. In recent years, this has been reflected in NCLW's continued role in shaping national frameworks, including the National Strategy for Women in Lebanon 2022–2030 and its 2024–2026 National Action Plan, the NAPs for UNSCR 1325, as well as in its work with the Gender Focal Points across ministries and public departments. NCLW has also produced and published knowledge tools such as the Lebanon Gender Equality Barometer series, which positions it as an important national reference point for monitoring and documenting issues related to women's rights and gender equality³.

The Lebanese National Gender Observatory

Building on its mandate in coordination and knowledge production, NCLW hosts and supports the Lebanese National Gender Observatory (LNGO), a dedicated mechanism for generating and mobilizing evidence on gender equality. The LNGO functions as a national reference for gender-related research and data, producing analyses, policy recommendations, and knowledge outputs aimed at informing decision-makers and strengthening gender-responsive policies and legislation. It also supports collaborative research efforts and contributes to integrating a gender perspective across all stages of policymaking, from design to monitoring and evaluation.

Beyond data collection, the LNGO plays a broader role in linking evidence with policy and advocacy. It acts as a repository for gender-related information and as a space for dialogue, awareness-raising, and engagement with stakeholders, including public institutions, academia, and civil society. Through its research outputs and policy-oriented recommendations, it supports national institutions in identifying gender gaps, informing reforms, and promoting more coordinated and evidence-based approaches to advancing women's rights and gender equality in Lebanon⁴.

² NCLW. Law of NCLW. <https://nclw.gov.lb/en/nclw-law/>

³ NCLW. Publications. <https://nclw.gov.lb/en/publications/>

⁴ LNGO. About Us. <https://lngo.nclw.gov.lb/about-us/>

Institutional Coordination and Support under WE-HUB

In Lebanon, Expertise France has been engaged in supporting national reform efforts through technical assistance and institutional accompaniment. It has consistently focused on strengthening public institutions, improving governance systems, and supporting the development of tools and processes that enhance transparency, accountability, and evidence-based decision-making. This includes working directly with public administrations and oversight bodies to reinforce capacities, support the implementation of national strategies, and facilitate coordination across institutions.

Within this context, the WE HUB programme builds on this institutional support approach by working closely with national actors to advance gender equality through strengthened policy dialogue, improved coordination, and more effective use of evidence in decision-making. In particular, the collaboration between Expertise France and NCLW focuses on reinforcing institutional capacities, including through support to observatory and research functions and the consolidation of gender-related data and analysis. This joint effort contributes to linking knowledge production with policy processes and implementation follow-up, while requiring sustained coordination, regular tracking of activities, and alignment between institutional priorities and programme objectives.

Purpose of this Role

The consultant (performing as Project and Coordination Officer) will support the implementation of WE-HUB activities within NCLW, with a particular focus on work under Specific Objective 1, including the LNGO and related research and knowledge outputs. The position will provide day-to-day support to NCLW across all WE-HUB-related activities, ensuring effective coordination with Expertise France and other relevant stakeholders.

The role will contribute to the follow-up of activity implementation, including tracking progress against agreed action plans, supporting the execution of planned tasks, and ensuring that activities are carried out in a timely and coordinated manner. It will also support the preparation of regular updates and monthly reporting on the evolution of activities. In addition, the position will provide hands-on support to the LNGO, and NCLW Coordinator, including contributions to research, data-related work, and knowledge production, while maintaining linkages with activities under Specific Objectives 2 and 3 as needed. Overall, the position will serve as a key support function to facilitate coordination, ensure continuity between planning and implementation, and strengthen the effective delivery of WE-HUB activities within NCLW.

III. Objectives and desired results

1) General objective

The objective of this position is to support the implementation of WE-HUB activities within the NCLW, with a primary focus on the LNGO, by strengthening coordination, ensuring close follow-up on implementation, and providing overall operational support to NCLW across the programme.

2) Specific objectives

- a) Support the development and operationalization of the LNGO, including research, data, and knowledge-related activities.
- b) Provide overall support to NCLW in the implementation of WE-HUB activities across components.
- c) Follow up on the implementation of activities and projects, ensuring that agreed action plans are carried out effectively and on time.
- d) Act as a coordination interface between NCLW and Expertise France, as well as other relevant stakeholders.
- e) Support the coordination of women's empowerment-related activities, primarily under SO1 and, as needed, under SO2 and SO3.
- f) Contribute to the consolidation and use of gender-related data and analysis within programme activities.
- g) Support the preparation of regular updates and monthly reporting on the progress and evolution of activities.

3) Anticipated results

- LNGO is effectively supported and progressively operationalized.
- WE-HUB activities within NCLW are implemented with regular follow-up and alignment with action plans.
- Coordination between NCLW, Expertise France, and other stakeholders is ensured.
- Activities are tracked consistently, with clear visibility on progress and implementation status.
- Monthly reporting and updates on the evolution of activities are regularly produced.
- Gender-related data, research, and knowledge outputs are effectively integrated into implementation.
- Overall delivery of WE-HUB activities within NCLW is strengthened in terms of coordination, timeliness, and coherence.

IV. Description of the assignment

1) Planned activities

The consultant (performing as Project and Coordination Officer) will support the implementation of WE-HUB activities within NCLW through day-to-day coordination, structured follow-up of activities, and hands-on support to the LNGO. The assignment will involve close collaboration with Expertise France and other relevant stakeholders.

A. Coordination and Liaison

- Maintain regular communication with Expertise France and relevant stakeholders on WE-HUB activities.
- Coordinate with NCLW assigned coordinator and focal points and partners to collect updates on ongoing activities.
- Support the organization of coordination meetings, including preparation of agendas and documentation of key points.
- Prepare and circulate meeting minutes and follow up on agreed action points.

B. Implementation Follow-up and Activity Tracking

- Maintain and regularly update activity tracking tools and action plan follow-up matrices.
- Follow up with relevant stakeholders to collect updates on implementation progress.
- Monitor timelines and flag delays or bottlenecks for follow-up.
- Support coordination to ensure that planned activities are carried out in a timely and consistent manner.

C. LNGO and Knowledge Support

- Support the operationalization of the LNGO through day-to-day technical and organizational inputs.
- Compile and organize data, research inputs, and documentation related to LNGO activities.
- Contribute to the preparation of knowledge outputs, including summaries, briefs, or other materials as required.
- Support the organization and consolidation of gender-related data and information produced under WE-HUB.

D. Reporting and Documentation

- Compile inputs for monthly progress reports on WE-HUB activities within NCLW.
- Prepare activity summaries and updates based on collected information from stakeholders.
- Ensure proper documentation and archiving of key outputs, reports, and coordination materials.
- Support the preparation of reporting inputs as required by the programme.

2) Anticipated deliverables

The consultant (performing as Project and Coordination Officer) will contribute to the preparation and submission of the following deliverables:

Deliverables	Timeline
1. Monthly progress reports on WE-HUB activities within NCLW	Monthly
2. Updated activity tracking tools and action plan follow-up matrices	Monthly / ongoing
3. LNGO-related documentation and contributions to knowledge outputs	Ongoing
4. Meeting minutes and coordination updates	Ongoing
5. Activity summaries and reporting inputs	As required

3) Coordination

The consultant (performing as Project and Coordination Officer) will work in close collaboration with NCLW Executive Board Secretary, NCLW Executive Director and NCLW Projects Coordinate, as needed with WEHUB SO1 Key Expert and Components Coordinator facilitating communication, follow-up, and coordination of day-to-day activities.

The consultant (performing as Project and Coordination Officer) will serve as the primary coordination interface between NCLW and Expertise France, as well as other relevant partners and stakeholders. Regular coordination and follow-up exchanges will be maintained to ensure alignment on priorities, progress of activities, and resolution of any implementation challenges.

A kick-off meeting will be held at the start of the assignment to confirm roles, working arrangements, and communication modalities. Continuous coordination will be ensured throughout the assignment, including regular exchanges with SO1 Key Expert and WEHUB Components Coordinator to monitor progress, address challenges, and ensure the timely implementation of activities.

V. Place, duration and terms of performance

- 1) **Implementation period:** 14 months
- 2) **Start date:** May 20th, 2026
- 3) **End date:** June 30th, 2027
- 4) **Effective duration per assignment:** 210 Days
- 5) **Location:** Primarily NCLW Premises – Baabda, with some visits across Lebanon as required
- 6) **Schedule/programme:**

The provisional programme for assignment implementation is as follows:

Activity	Place	Period	Duration (man/days) Expert 1:
Assignment kick-off and initial coordination meetings	NCLW	Week 1	1
Establishment of coordination mechanisms and tools (activity tracking, reporting templates, communication channels)	NCLW	Week 1-2	3
Ongoing coordination and follow-up of WE-HUB activities within NCLW	NCLW	Ongoing	As needed
Support to LNGO activities (research, data, knowledge-related inputs)	NCLW	Ongoing	As needed
Monthly reporting and activity updates	NCLW	End of month	2 days
Support to meetings, coordination exchanges, and related documentation	NCLW/ Field	Ongoing	As needed
Final reporting and handover (if applicable)	NCLW	End of Contract	5 days
Total			days

VI. Required expertise and profile

1) Number of experts per assignment: 1

2) Profile of the designated expert(s) responsible for contract execution

A. Qualifications and skills:

- Holder of a postgraduate university degree in gender studies, social sciences, public administration, public policy, development studies, or a related field, or equivalent professional experience.
- Strong organizational and coordination skills, with the ability to manage multiple tasks and follow up on implementation processes.
- Experience in supporting programme implementation, coordination, or institutional projects.
- Excellent qualities/capacities in:
 - Communication
 - Teamwork and interpersonal skills
 - Coordination and follow-up
 - Analysis and reporting
 - Problem identification and resolution
 - Initiative and adaptability
- High proficiency in written and spoken Arabic and English.
- Working knowledge of French is an asset.

B. General professional experience

- Professional experience of at least 3-5 years in programme coordination, project implementation, gender-related work, public policy, or related fields.
- Experience working in development programmes, or multi-stakeholder initiatives is an asset.
- Experience working in Lebanon or the MENA region is preferred.

C. Specific professional experience

- Experience in supporting the implementation and follow-up of projects or programmes, including tracking of activities and action plans.
- Experience in coordination between multiple stakeholders, including public institutions and development partners.
- Familiarity with gender equality, women's empowerment, or gender-responsive programming.
- Experience contributing to reporting processes, including preparation of progress reports or activity updates.
- Exposure to research, data, or knowledge-related work, such as observatories, studies, or data systems, is an asset.
- Familiarity with the Lebanese institutional and policy context, particularly in relation to gender equality, is an advantage.

VII. Assignment reports

The consultant (performing as Project and Coordination Officer) will contribute to the preparation of regular reporting outputs in English, in line with the deliverables section. This includes monthly progress reports, activity updates, and contributions to LNGO-related documentation and knowledge outputs. Reports should reflect the status of implementation, key developments, challenges

encountered, and actions taken, and support effective tracking and coordination of WE-HUB activities within NCLW.

VIII. Monitoring-evaluation

Performance indicators

Deliverables	Immediate effects	Intermediate effects	Verification sources
Monthly progress reports	Regular and structured reporting on activities	Improved visibility on progress and implementation status	Monthly reports; Reporting templates
Updated activity tracking tools and action plan follow-up	Activities systematically tracked and monitored	Improved follow-up and timely implementation of activities	Tracking sheets; Action plan matrices
LNGO-related documentation and contributions	Organized and consolidated data and knowledge inputs	Strengthened knowledge base supporting LNGO operationalization	LNGO documents; Research notes; Data inputs
Meeting minutes and coordination updates	Key discussions and decisions documented	Improved coordination and follow-up across stakeholders	Meeting minutes; Coordination records
Activity summaries and reporting inputs	Consolidated overview of activities and outputs	Enhanced coherence and alignment across programme components	Activity summaries; Internal reports

IX. Practical information

- **Working Language:** The working languages of the assignment will be Arabic and English. Deliverables will be submitted in English unless otherwise requested. Working knowledge of French is an asset.
- **Meetings:** Regular coordination meetings (online or in-person) will be held with the contracting authority and relevant stakeholders throughout the assignment period. A kick-off meeting will take place at the start of the assignment to confirm roles, work modalities, and communication arrangements. Ongoing coordination will be ensured with National Commission for Lebanese Women, Expertise France, and other relevant stakeholders.
- **Payment Rate and Schedule:**

Payments will be made on a monthly basis, upon submission and approval of timesheets and associated reporting outputs.

The consultant (performing as Project and Coordination Officer) will submit a monthly timesheet reflecting the level of effort (LoE) provided during the reporting period, along with a brief summary of activities carried out. Payments will be processed upon validation by the contracting authority.

X. How to Apply

The application should include:

- Curriculum Vitae (CV).
- Cover letter outlining relevant experience.
- At least two references with contact details.
- Signed copy of the terms of reference
- Copy of the financial registration certificate (as an individual consultant or as a company, if operating under a legal entity)
- Copy of the applicant passport
- Filled and signed copy of the application form
- Signed bank letter

Applications are to be sent the following email address: lebanon.procurement@expertisefrance.fr under the title **Project and Coordination Consultant (WE-HUB – NCLW)**.

Deadline for submission: 7th May 2026. Applications received after the closing date will not be considered.

XI. Bids Comparison

The selection of the consultant will be based on the candidate's qualifications, relevant experience, and financial proposal.

Applications will be assessed based on the following criteria:

Assessment Sub-criteria	Points
Relevant experience in project coordination, implementation support, or similar roles	20
Experience working with public institutions and multi-stakeholder coordination processes	10
Knowledge of gender equality, women's empowerment, or related fields	20
Experience in reporting, activity tracking, and follow-up of implementation	20
Understanding of the Lebanese institutional and policy context	10
Financial offer/daily Rate	20
TOTAL	100