

Terms of Reference

Part-Time Project Officer

National Commission for Lebanese Women (NCLW)

Position:	Part-Time Project Officer
Organization:	National Commission for Lebanese Women (NCLW)
Location:	Beirut, Lebanon
Duration:	Part-time from July 2026 till end of May 2028 Total of 184 working days

About NCLW and Introduction

The National Commission for Lebanese Women (NCLW) is an official body established in 1998 under Law No. 720, serving as the national machinery on women's rights in Lebanon. Operating under the Presidency of the Council of Ministers, NCLW's mandate includes advisory, coordination, and executive missions, including providing policy recommendations to the Government, coordinating with national and international stakeholders on gender equality, and developing and implementing strategies, action plans, programs, and research to advance gender equality and women's empowerment across all sectors.

In line with its mandate, NCLW has implemented numerous initiatives to promote gender equality. Its core areas of work also include advancing legislative and policy reform; mainstreaming gender across ministries, public institutions, and national strategies; raising awareness on gender issues; preventing and responding to gender-based violence; strengthening women's participation in decision-making in all sectors; and promoting the Women, Peace and Security agenda in Lebanon.

These efforts target all of Lebanese society and have been carried out through strategic partnerships with UN agencies, international organizations, civil society actors, and academic institutions.

Following the official endorsement of the second **National Action Plan (LNAP II) on United Nations Security Council Resolution 1325** by the Lebanese Government on April 30, 2026, NCLW, in partnership with **UN Women**, is implementing a joint project to support the operationalization, coordination, and monitoring of the Women, Peace and Security agenda in Lebanon.

Within this framework, and to support the operationalization of the LNAP II in Lebanon, and the overall implementation of the project,

NCLW seeks to engage a **Project Officer** who will provide administrative, operational, and support coordination across all project activities.

The Project Officer will contribute to the implementation of planned activities, by assisting NCLW's team, and managing administrative and executive tasks related to project implementation.

Duties and Responsibilities

Under the supervision of NCLW Executive Board Secretary, NCLW Executive Director and NCLW Projects Coordinator, the Project Officer will support NCLW's team with the following responsibilities:

- Assist the day-to-day tasks for the implementation of project activities under the NCLW–UN Women joint program, ensuring timely and effective execution in line with the work plan.
- Assist NCLW's team, as required, in the coordination with national stakeholders, including relevant ministries, public institutions, civil society organizations, and international partners engaged in the implementation of LNAP II.
- Assist NCLW's team, as required, in the establishment and operationalization of the Monitoring and Evaluation Unit, through administrative and logistical arrangements.
- Contribute to the data collection processes, consolidation of inputs, and updating of relevant project tracking tools and databases.
- Assist in monitoring project progress against agreed indicators and support NCLW's team in the preparation of periodic progress reports and updates.
- Provide administrative and executive support, including organizing meetings, preparing minutes, maintaining documentation, scanning documents, and following up on relevant action points.
- Assist in the procurement processes, including the preparation of requests for quotations, collection and comparison of quotations, and ensuring compliance with NCLW and donor procurement procedures and documentation requirements.
- Assist in all project-related processes, mainly recruitments, organization of events and meetings, communication, etc. ...
- Perform any other related tasks as requested by the NCLW's team to ensure smooth project implementation.

Payment Rate and Schedule:

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

The Project Officer will submit a monthly timesheet reflecting the level of effort (LoE) provided during the reporting period (8 working days per month).

Place and Duration

- **Implementation period:** 23 months
- **Start date:** July 2026
- **End date:** End of May 2028
- **Effective duration per assignment:** 184 Days (in-office; 2 days per week)
- **Location:** Primarily NCLW Premises – Baabda, with some visits across Lebanon as required

Key competencies

Education:

- Bachelor's degree in Business Administration, Management, Finance, Law, Social Studies, or related field.

Experience, Skills and Competencies:

- Minimum 3–5 years of experience in administration, documentation, or project officer/coordination.
- Demonstrated knowledge of Women's rights, the WPS agenda, UNSCR 1325 pillars, and relevant regional/international instruments (e.g., CEDAW, SDGs).
- Strong organizational and time management skills.
- Financial literacy and ability to support documentation.
- Excellent written and verbal communication skills.
- Proficiency in drafting reports, agendas, and official documents.
- Digital proficiency (Excel, PowerPoint, Word, Outlook, online platforms, social media).
- Outstanding written skills in Arabic and English

Submission Guidelines

Interested candidates are invited to submit the following documents to the National Commission for Lebanese Women (NCLW):

1. A **detailed CV** highlighting relevant experience with references;
2. A **cover letter** explaining the applicant's interest and qualifications for the position;
3. A **financial proposal** indicating the daily rate in USD (net);
4. Copy of the **financial registration certificate (if any)**;
5. Copy of the applicant **Lebanese ID/passport**

Applications should be submitted by email to: info@nclw.gov.lb;

Under the title **Project Officer (NCLW-UNW)**

Deadline for submission: Sunday, June 21, 2026.

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.