

Terms of Reference

Part-Time Project Officer - Consultant

National Commission for Lebanese Women (NCLW)

Position:	Part-Time Project Officer – Consultant
Organization:	National Commission for Lebanese Women (NCLW)
Location:	Beirut, Lebanon
Duration:	Part-time From November 2026 to March 2027 Total of 40 working days

I - About the National Commission for Lebanese Women (NCLW)

The National Commission for Lebanese Women (NCLW) is the official national machinery responsible for advancing women's rights and gender equality in Lebanon. Established in 1998 under Law No. 720 and operating under the Presidency of the Council of Ministers, NCLW is mandated to advise the Government on laws and policies related to women's rights and gender equality, coordinate with national and international stakeholders, and develop and implement strategies, action plans, programmes, and research aimed at promoting gender equality and women's empowerment across all sectors.

In line with its mandate, NCLW has led and supported a wide range of initiatives to advance gender equality and eliminate discrimination against women and girls. Its areas of work include legislative and policy reform, gender mainstreaming across public institutions and national strategies, prevention and response to gender-based violence, promotion of women's economic and social empowerment, and strengthening women's participation and leadership in decision-making processes.

These efforts are implemented through strategic partnerships with United Nations agencies, international organizations, civil society organizations, academic institutions, public institutions, and other national stakeholders, with a strong emphasis on coordination, inclusiveness, sustainability, and national ownership.

II- Project Background

NCLW has played a leading role in promoting women's political participation and representation in public life in Lebanon. As part of these efforts, NCLW has spearheaded a national consultative process aimed at developing a unified draft law to introduce a gender quota within the electoral system and increase women's representation in elected decision-making bodies.

As part of this process, NCLW convened a national high-level meeting chaired by Lebanon's First Lady, H.E. Mrs. Nehmat Aoun, in her capacity as President of NCLW. The meeting brought together representatives from government institutions, Parliament, political parties, civil society organizations, syndicates, academia, media, United Nations agencies, and international partners.

The consultation aimed to strengthen national dialogue and build consensus around a unified legal proposal to enhance women's representation in elected decision-making positions and support the adoption of an electoral quota for women.

The resulting draft proposal introduces amendments to Electoral Law No. 44 dated 17 June 2017, including provisions aimed at ensuring that women constitute at least **40% of candidates on electoral lists** and that **at least 33% of parliamentary seats be allocated to women**.

To support this process, NCLW, in partnership with UNDP Lebanon with the support of AECID, is implementing a project from **September 2026 to March 2027**.

The project is structured around the following main objectives:

1. **Strengthen the technical, legal, and evidence base** supporting the proposed amendments to Electoral Law No. 44/2017 and the adoption of a women's quota.
2. **Enhance national dialogue, coordination, and consensus-building** among political, institutional, and civil society stakeholders to advance the proposed quota law.
3. **Increase public awareness and advocacy** in support of women's political participation and the adoption of the proposed electoral quota.
4. **Promote informed policy dialogue and strengthen collaboration** among public institutions, civil society organizations, academia, and other relevant stakeholders to advance inclusive democratic governance.

In this context, NCLW seeks to recruit a **Project Officer** to provide administrative, operational, and coordination support for the implementation of project activities.

III- Purpose of the Position

The Project Officer will support NCLW's team in the effective and timely implementation of the project by providing day-to-day administrative, operational, coordination, documentation, monitoring, procurement, and event-management support.

IV- Key Responsibilities

Under the supervision of the NCLW Executive Board Secretary, NCLW Executive Director, and NCLW Projects Coordinator, the Project Officer will:

- Assist with the day-to-day implementation and follow-up of project activities, ensuring timely delivery in line with the approved work plan.
- Support coordination and communication with relevant national stakeholders, including ministries, public institutions, Parliament, civil society organizations, academia, and other partners.
- Assist with the collection, consolidation, and organization of project data and inputs, and maintain relevant project tracking tools and databases.
- Support monitoring of project progress against agreed activities, indicators, deliverables, and timelines, and contribute to periodic progress updates and reports.
- Provide administrative and operational support for project meetings, consultations, workshops, conferences, and other activities, including invitations, participant coordination, logistics, minutes, and follow-up of action points.
- Assist in the preparation and organization of project-related documents, presentations, correspondence, and other materials, and maintain accurate physical and electronic project files.
- Support project-related procurement processes, including requests for quotations, collection and comparison of quotations, coordination with suppliers and service providers, and preparation of required documentation in line with NCLW and donor procedures.
- Support event and activity logistics, including venues, equipment, materials, catering, transportation, registration, and other arrangements, as required.
- Assist with project communication and visibility activities and ensure that relevant materials and activities comply with NCLW and donor visibility requirements.
- Support the compilation and organization of supporting documentation for project monitoring, reporting, financial processes, and audit purposes.
- Follow up on assigned tasks, deadlines, deliverables, and action points, and provide regular updates to the relevant NCLW team members.
- Perform other project-related administrative, operational, and coordination tasks as requested by the NCLW team to ensure the smooth implementation of the project.

V- Payment Rate and Schedule:

Payments will be made monthly upon submission and approval of the required timesheet and relevant reporting outputs.

The Project Officer will submit a monthly timesheet reflecting the **working days per month** dedicated to the assignment, together with any required supporting documentation.

VI - Place and Duration

- **Implementation period:** up to 6 months
- **Start date:** November 2026
- **End date:** March 2027
- **Effective duration per assignment:** 40 Days (in-office and/or remote; approximately 2 days per week)
- **Location:** Primarily NCLW Premises – Baabda, with some visits across Lebanon as required

VII- Key competencies

- **Education:**
 - ❖ Bachelor's degree in Business Administration, Management, Finance, Law, Social Studies, or related field.
- **Experience, Skills and Competencies:**
 - ❖ Minimum 3 years of relevant professional experience in project administration, project coordination, programme support, or a related field; experience with national or international organizations is an asset.
 - ❖ Good knowledge of gender equality, women's political participation, and women's rights in Lebanon; familiarity with relevant national, regional, and international frameworks is an asset.
 - ❖ Strong organizational, coordination, and time-management skills, with the ability to manage multiple tasks and meet deadlines.
 - ❖ Demonstrated ability to provide administrative and operational support for projects, including meeting organization, documentation, follow-up, and records management.
 - ❖ Basic financial and procurement literacy, including supporting the preparation and collection of quotations, administrative documentation, and budget-related records.
 - ❖ Ability to support data collection, consolidation, monitoring, and updating of project tracking tools and databases.
 - ❖ Excellent written and oral communication and interpersonal skills, with the ability to coordinate effectively with government institutions, civil society organizations, international partners, and other stakeholders.
 - ❖ Proficiency in drafting official correspondence, meeting minutes, agendas, reports, and other project-related documents.
 - ❖ Strong attention to detail, accuracy, confidentiality, and compliance with administrative and donor requirements.
 - ❖ Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and online collaboration and project-monitoring tools.

- ❖ Excellent written and oral communication skills in Arabic and English; proficiency in French is an asset.
- ❖ Ability to work effectively independently and as part of a team, with flexibility to support different project activities and priorities.

VIII- 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**;
5. Copy of the applicant's **Lebanese ID/passport**

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

Under the title: **Project Officer (NCLW-UNDP)**

Deadline for submission: Wednesday, October 14, 2026.

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.