

Terms of Reference

Legal Expert - Consultant

National Commission for Lebanese Women (NCLW)

Position:	Legal Expert - Consultant
Organization:	National Commission for Lebanese Women (NCLW)
Location:	Beirut, Lebanon
Duration:	From October 2026 to March 2027 Total of 30 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, 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 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 and with the support of AECID, is implementing a project to advance the Gender Quota Reform and Women's Political Participation at the National Level.

The project includes the following 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 proposed electoral quota.
4. Promote informed policy dialogue and strengthen collaboration among public institutions, civil society organizations, academia, and other relevant stakeholders.

III- Purpose of the Position

NCLW will engage a **Legal Expert** to prepare a Legal Brief, a Comparative Analysis, and relevant advocacy material to provide the legal, policy, and comparative evidence required to support the proposed gender quota reform, as well as to participate in required consultation and engagement meetings.

The Legal Expert will be primarily responsible for preparing (in Arabic and English):

- a **Legal Brief** on the proposed amendments to Electoral Law No. 44/2017;

- a **Comparative Analysis** of gender quota models and relevant international and regional practices; and
- a **Technical Content Package** based on the legal and comparative analysis. This content will serve as the technical basis for the development of public communication and advocacy materials.

In addition, the Legal Expert will provide technical support and, as required, participate in technical consultations, engagement sessions, regional advocacy and outreach activities, and the high-level national conference organized under the project.

IV- Key Responsibilities

Under the overall supervision of the NCLW Executive Board Secretary and Executive Director, and in coordination with the NCLW Legal Committee and the Project team, the Legal Expert will be responsible for the following:

A. Legal Brief

- Review the proposed amendments to Electoral Law No. 44/2017 and prepare a clear and evidence-based **Legal Brief** explaining the proposed gender quota provisions and their legal rationale.
- Assess the proposed amendments in relation to the relevant Lebanese constitutional and legal framework.
- Review relevant international human rights standards, commitments, and good practices related to women's political participation, non-discrimination, and temporary special measures.
- Identify key legal considerations, issues, and recommendations relevant to the proposed reform.
- Present the legal analysis in a clear and accessible format suitable for use with policymakers, decision-makers, civil society, media, and other relevant stakeholders.

B. Comparative Analysis

- Conduct a **comparative analysis of gender quota models** applied in selected countries in the Arab region and internationally.
- Review different quota mechanisms, including their design, implementation modalities, enforcement mechanisms, gaps, relevant outcomes, and lessons learned.
- Identify practices and approaches that may provide relevant insights for the Lebanese context.
- Prepare a clear and accessible comparative analysis to support NCLW's technical consultations, engagement sessions, advocacy, and policy dialogue.

C. Technical Content Package

Based on the Legal Brief and Comparative Analysis, develop a **Technical Content Package** providing accurate, clear, and accessible key messages and information for use in project communication, lobbying, and advocacy activities.

The package will provide the technical basis for communication materials to be developed by the communication/production firm, including:

- content for the **animated infographic video** explaining the proposed gender quota reform;
- key messages and content for **four to five social media posts/carousels**;
- technical content and key information for the **Media Kit for Journalists**, including background information, key statistics, terminology, and FAQs;
- key messages, facts, and supporting information that may be used in other project-related **lobbying, advocacy and awareness materials**.

The Legal Expert will ensure the technical and legal accuracy of the content while presenting complex legal issues in a clear and accessible manner for non-specialist audiences.

D. Technical Consultations and Engagement Sessions

- Provide technical input to NCLW in preparation for the planned technical consultation and engagement sessions.
- Participate in the **technical consultation and engagement sessions** with relevant parliamentary, governmental, political, and other stakeholders, as requested.
- Present or explain relevant findings from the Legal Brief and Comparative Analysis during these sessions, when appropriate.
- Respond to technical and legal questions raised by participants and provide clarification within the scope of the assignment.
- Review and incorporate relevant technical feedback emerging from the consultations into the final materials, as requested by NCLW.

E. Advocacy, Outreach and High-Level Events

- Participate, as required, and provide technical and legal input in selected **regional advocacy and outreach activities** organized by NCLW.
- Participate in the **National Conference on Women and Electoral Reform** and other high-level project events, as required.
- Contribute to presentations, speaking points, background materials, or technical interventions related to the gender quota reform, as requested by NCLW.

V- Expected Deliverables

The Legal Expert will be expected to deliver the following:

1. A comprehensive and accessible legal brief, prepared in Arabic and English
2. A comparative analysis, prepared in Arabic and English
3. A consolidated technical content package, prepared in Arabic and English, based on the Legal Brief and Comparative Analysis

VI- Payment Rate and Schedule:

The Legal Expert will be remunerated based on an **agreed daily rate**, with a maximum level of effort of **30 working days** during the consultancy period.

Payments will be linked to the **submission of the agreed deliverables, the completion of relevant tasks, and the actual number of days worked.**

VII - Place and Duration

- **Implementation period:** 6 months
- **Start date:** October 2026
- **End date:** March 2027
- **Maximum level of effort:** 30 working days during the consultancy period
- **Location:** Primarily NCLW Premises – Baabda, with visits across Lebanon as required
- **Working modality:** In-person and remote, as required by the assignment

The 30 working days will be allocated across the agreed deliverables and technical participation/support activities in coordination with NCLW.

VIII- Key competencies

Education

- Advanced university degree (**Master's degree or equivalent**) in **Law**, preferably with a specialization in constitutional law, public law, electoral law, human rights law, gender equality, or a related field.

Professional Experience

- **7 – 10 years of relevant professional experience** in legal research, legislative analysis, policy development, or related areas.

- Demonstrated experience in **electoral law, constitutional law, public law, human rights, gender equality, or women's political participation**.
- Proven experience conducting legal and comparative research and producing high-quality analytical documents.
- Experience reviewing or drafting legislation, legal amendments, policy proposals, or legal briefs is highly desirable.
- Experience working with **government institutions, UN agencies, international organizations, civil society organizations, or development partners** is an asset.
- Experience related to gender-responsive legislation or temporary special measures, including gender quotas, is highly desirable.

IX- 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 and including references;
2. A **cover letter** explaining the applicant's interest and qualifications for the position;
3. A **sample of 3 similar work assignments** carried out;
4. A **financial proposal** indicating the proposed daily rate in USD (all inclusive);
5. A copy of the **financial registration certificate**;
6. A copy of the applicant's **Lebanese ID or passport**.

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

Email subject: Legal Expert – Consultant (NCLW-UNDP)

Deadline for submission: Monday, October 19, 2026

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.