



Project Officer
Terms of Reference (TOR)

Summary:

Job title	Project Officer
Project title	Empowered and Capable Girls: Equitable Education for all
Purpose	To oversee the flow of the project
Location	Beirut, Lebanon
Duration	10 months
Start Date	2 August 2021
End Date	31 April 2022
Reporting to	NCLW Project Coordinator and NCLW Projects Development Coordinator

Background:

In 2021, NCLW and UNICEF Lebanon signed an annual work plan for collaborations that aims at better understanding the barriers for access education for adolescent girls in the current multi-layered crisis that Lebanon is facing, and that might lead to higher risks child marriage among adolescent girls.

To prevent child marriage, UNICEF and NCLW will work with MEHE on building sustainable structures to tackle barriers of girls' safe access to safe education, including the work with DOPS staff on how to handle cases of adolescent girls at high risk of child marriage, while referring them to the needed services.

UNICEF and NCLW will develop a series of communication materials targeting the education team on the importance of compulsory and equitable education for all girls, the risks of child marriage, and expanding the gender norms on what girls can do and be.

NCLW and UNICEF Lebanon seek to conduct a study that aims at better understanding the impact of the COVID 19 and economic crisis on adolescent girls in Lebanon, with a focus on their access to education and other basic needs; while proactively promoting importance of prioritizing girls' education through media campaigns and addressing effectively challenges that might lead to girls' school drop out in the current situation through the work with the concerned department in MEHE.

NCLW and UNICEF Lebanon seek to build sustainable structures to tackle barriers of girls' safe access to education. With the aim to decrease and eliminate child marriage in Lebanon.

Consequently, NCLW and UNICEF require the services of a Project Officer to coordinate the activities of the project.

Objective:

NCLW and UNICEF are seeking a Project Officer to ensure the proper implementation of the whole activities of the project.

Specific tasks:

- Maintain and monitor project plans, schedules, work hours, budget, and expenditures, as well as prepare quarterly methodological planning for the activities and for the tasks with key milestones, timeline and deliverables, and in line with the AWP activities.
- Oversee the implementation of the activities while providing the required support when needed; coordinate activities and follow up on expenditure reports in line with AWP (mainly activities related to the research / work with DOPS MEHE / and production of Qudwa communication materials).
- Draft TORs to recruit needed experts, consultants and trainers and finalize them upon NCLW's approval.
- Draft contracts for the needed experts and finalize them upon NCLW's approval.
- Follow up on budget management in coordination with NCLW's Accountant and Payroll Officer, and prepare relevant analytical and narrative reporting for the project in accordance with relevant templates, requirements and deadlines and upon NCLW's approval.
- Ensure that the implemented activities meet the strategic objectives of the project and are aligned with indicators, MoVs and KPIs.
- Ensure all documentation is maintained appropriately for each component.
- Determine project changes, assess project risks and ensure constant feedback on the quality of implementation, taking corrective measures as necessary after NCLW's approval.
- Meet with NCLW and UNICEF teams on regular basis for updates, follow up on development and progress of the activities as well as feedback.
- Facilitate the organization and convening of meetings with NCLW, UNICEF and experts/consultants/trainers/ CSOs etc.

- Prepare minutes of meetings, progress reports, briefing, concept notes, PPTs, attendance sheets, agenda etc.
- Document and follow up on important actions and decisions from meetings.
- Work in close coordination with the Administrative Officer and provide her/him with necessary instructions for the implementation of the project.

Expected deliverables:

- The Project Officer will provide the deliverables she/he is being in charge of, as agreed with NCLW and based on the AWP with UNICEF, according to a daily time sheet to be filled.

Reporting:

- a) Emails to be sent to the consultants/trainers/experts hired in the project, on a regular basis (as agreed with NCLW) to make sure the components and activities of the project are well implemented and challenges faced.
- b) Weekly emails to be sent to NCLW to keep it abreast of the progress of the project activities implementation and take its feedback and comments.
- c) Internal report to be presented to NCLW on a regular basis.

Expected background and experience:

The assignment requires the following qualifications and experiences from the Project Officer:

- Masters' degree in business administration, management, social sciences or other related discipline.
- 3-5 years of experience in project coordination and monitoring with focus on gender/GBV human rights related work.
- Experience with governmental and non-governmental entities is advantageous.
- Familiarity with UN agencies work is desirable.
- Good understanding of project management cycle and demonstrated experience in project implementation.
- Effective report writing and analytical skills.
- Good knowledge of gender and education issues.
- Able to manage a high workload, meet tight deadlines and prioritize tasks.

- Excellent interpersonal and communication skills both written and verbal.
- Strong organizational and delegation skills.
- Strong development and team building skill.
- Computer literacy in MS Outlook, MS Word, MS Excel, MS PowerPoint and Internet surfing.

How to apply:

Interested candidates must submit the following documents to demonstrate their qualifications:

- A cover letter explaining their suitability for the position.
- An updated copy of their Curriculum Vitae.

Prospective candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb; no later than Friday 30 July 2021 at midnight (Beirut time), ensuring the subject line is denoted with the heading: NCLW / UNICEF Project Officer.

Incomplete submission will be a ground for disqualification.