

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

I. <u>GENERAL INFORMATION</u>	
Consultancy Title	M&E Officer
Project	Driving forward the implementation of the WPS agenda in Lebanon
Duty Station	Beirut, Lebanon
Reports to	NCLW Executive Director
Duration of consultancy	6 weeks

II. BACKGROUND AND PURPOSE OF CONSULTANCY

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the presidency of the Council of ministers. As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

The Government of Lebanon is committed to the implementation of UNSCR 1325 and has shown its commitment by developing a Lebanon NAP to implement this significant UN Resolution.

In 2017, the Presidency of Council of Ministers requested the National Commission for Lebanese Women (NCLW), the official women's machinery in Lebanon, to develop a NAP on UNSCR 1325.

On 12 September 2019, the council of ministers endorsed the NAP 1325 on Women, Peace and Security.

A monitoring and evaluation framework for the Lebanon NAP 1325 has been developed and includes specific indicators to measure progress at the strategic priority level and the intervention level over four years.

NCLW is seeking to contract an M&E Officer to review, elaborate and update the M&E framework of the NAP 1325 and to develop new specific tools and indicators, based on the current country situation, in order to monitor its implementation.

III. SCOPE OF WORK: (Description of services, activities, or outputs)

Based on the above and under the overall guidance of NCLW Executive Director and in close collaboration with the NCLW Projects Development Coordinator and UN Women focal points, the expert will undertake the following duties: ARABIC

- Reviewing the clear tools developed for monitoring and evaluation of the UNSCR1325 NAP.
- Working with the NCLW to update NAP-specific M&E plan with SMART qualitative and quantitative indicators.
- Disseminating the NAP 1325 outputs with NCLW regarding the periodical evaluations, which need to have
- Creating new tools to ensure the UNSCR1325 NAP outputs are covered based on agreed indicators to guide decision making through using statistical techniques.
- Preparing pre and post evaluations to make sure that the mission, objectives of interventions and activities of the NAP are met.
- Preparing surveys and reporting tools in Arabic and English based on the updated data.
- Provide NCLW with needed tools to monitor NAP outputs and outcomes according to log frame and implementation timeframe and raising concerns to the interventions.

IV. MONITORING AND PROGRESS CONTROL:

Milestone	Deliverables	Timeline
Reviewing the M&E Framework and tools developed	Updated M&E Framework, indicators and tools	Week 3
Preparing pre and post evaluations, surveys and new reporting tools	Pre and post evaluations, surveys, new reporting tools	Week 5
Submitting final documents after incorporating feedback	Final documents	Week 6

NCLW will ensure support as follows:

- Provide consultant with needed reference documents
- Follow up with the key stakeholders for main consultations if needed. The consultation meetings will be organized by NCLW and facilitated by the expert.

V. REQUIRED QUALIFICATIONS

Qualification	A university degree (Masters Level) in Public Health, Social and Behavioral Sciences, Epidemiology, Statistics, Sociology, Psychology, Public Administration, or any other related field.
Professional Experiences	<ul style="list-style-type: none"> • Excellent knowledge in SPSS and Data management, analysis, and M&E reports development. • 5 to 7 years of experience in managing and implementing Monitoring & Evaluation system • Accuracy in researching, collecting, analyzing and presenting data • Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment. • Strong writing and communication skills.
Language and other skills	Proficiency in oral and written English and Arabic is required.

VI. APPLICATION PROCESS AND DEADLINE

Interested consultants must submit the following documents/information to demonstrate their qualifications:

- A cover letter explaining your suitability for the work and previous work portfolio, and ability to meet the requirements
- Updated and relevant Personal CV
- A financial proposal in US dollars

Interested candidates should send their CV to info@nclw.gov.lb and include the job title “M&E Officer” by November 12.

Applications received after the closing date will not be considered.

Incomplete submission will be a ground for disqualification.