NATIONAL COMMISSION FOR LEBANESE WOMEN TERMS OF REFERENCE

I. GENERAL INFORMATION						
Consultancy Title	Consultant to develop Information, Education and					
	Communication (IEC) and advocacy materials on sexual					
	harassment law.					
Project	LBN04NCL					
Duty Station	Beirut, Lebanon					
Reports to	NCLW Projects Development Coordinator and NCLW Executive					
	director					
Duration of Consultancy	18 days					

II. BACKGROUND AND OBJECTIVE

The National Commission for Lebanese Women (NCLW) is Lebanon's National Women's Machinery and is an official institution affiliated with the Presidency of the Council of Ministers. NCLW was established by law in 1998 to promote women's rights in Lebanese society and to enhance gender mainstreaming in public institutions.

Since 2006, NCLW has been collaborating with the United Nations Population Fund (UNFPA) towards mainstreaming gender aspects and mitigating gender-based violence (GBV) in various platforms, policies, and strategies. The long-term joint-partnership between UNFPA and NCLW has always aimed at ensuring advocacy for gender equality-related activities and interventions, generating evidence to make better-informed policies and regulations related to the status of women in Lebanon, and the development and monitoring of the National Women Strategy as well as the National Strategy to end Violence against Women and Girls.

On December 21, 2020, Lebanon passed the "Law to Criminalize Sexual Harassment and for Rehabilitation of Its Victims", known as Law 205/2020. The law represents a qualitative progress as it criminalizes sexual harassment. In addition to punishing the perpetrators, the law offers protection to both the victims and any witness who testifies against the accused. It also gives victims the right to seek compensation and to benefit from the specialized fund created at the Ministry of Social Affairs to help GBV victims.

To disseminate the knowledge of the content of the Law and to be well known especially by the victims, NCLW in collaboration with UNFPA is seeking to disseminate the knowledge of the content of the Law 205/2020 between several groups, mainly Youth, Social workers, and Legal Practioner (Lawyers and Law students). Therefore, a set of IEC and advocacy material will be developed in Arabic and English language.

Based on the above, NCLW is recruiting a consultant to develop these materials tailored for each target group.

III. METHODOLOGY AND DELIVERABLES

- Carry out an inception meeting to ensure a clear understanding of the TORs with key milestones and deliverables.
- Review all the relevant materials related to the Sexual Harassment Law and related documents already developed by various organizations, NGOs, and INGOs, as well as local, regional, or international materials.
- Conduct consultations (i.e., Focus Group Discussions, Key Informant Interviews, meetings) with relevant stakeholders from the targeted groups to identify the needs of each targeted category concerning the content and the form of the materials to be developed.
- Analyze the targeted audience's key characteristics and information needs and propose the materials content.
- Design and propose at least 3 samples materials for each target group, in consultation with NCLW and UNFPA using infographics, flyers, leaflets, brochures, etc...
- Develop drafts of at least 3 types of IEC and advocacy materials targeting:
 - Youth.
 - social Workers
 - Legal Practioner (Lawyers and Law students)
- Conduct a consultation meeting with relevant stakeholders, namely the Ministry of Justice, Ministry of Youth and Sports, Ministry of Education and Higher Education, Beirut Bar Association, and the social workers' order in Lebanon.
- Finalize the materials based on comments received from NCLW, and UNFPA, and the different stakeholders.
- Cooperate with the graphic designer assigned to design the materials.

IV. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY, FORMAT, AND DEADLINE

Milestone	Deliverables	Timeline	Payment
Inception meeting report	-methodologies, implementation plan, and timelinesoverview of the consultant's understanding of the technical scope and intended goals.	2 days	
		3 days	

	 Conduct 	Report of consultations,		20%	
	consultations	MOM			
Ш	(i.e., FGDs,	for every category with			
Ш	KIIs, meetings)	suggestions on how to			
Ш	with relevant	adapt convenient			
Ш	stakeholders	designs			
Ш	from the				
Ш	targeted groups				
	to identify the				
Ш	needs of each				
	targeted				
	category				
Ш	concerning the				
	content and the				
	form of the				
Ш	materials to be				
Ш					
$\ \ \ $	developed				
Ш				500/	
		Droft at least 2 types of	7 days	50%	
	 Develop draft IEC 	Draft at least 3 types of IEC and advocacy	/ days		
	and advocacy	materials for each			
Ш	materials for each	target group:			
Ш	target group	1-Youth (student			
Ш		Unions, Youth clubs,			
Ш					
Ш		Scout groups) 2-Social workers			
Ш					
Ш		3-Legal Practioner (Lawyers and Law			
		students)			
		students)	2 days		
			2 days		
	• Conduct a				
	consultation				
	meeting with	-MOM			
	selected key				
	stakeholders,	-Findings' analysis			
	MoJ, MoYS,				
	and service				
	providers			30%	
	providers				
		Final drafts wannut	1 dove		
	- E. 1 EC 1	Final drafts report based on comments	4 days		
	• Final IEC and				
	advocacy	received from NCLW,			
	materials	and UNFPA, and the			
Ш		different stakeholders			

Under the overall guidance of NCLW and in close collaboration with UNFPA, NCLW will ensure support as follows:

- Provide consultant with needed reference documents and reports about the sexual harassment law
- Follow up with the key stakeholders for main consultations.
- Ensure logistics for meetings are met and provided.
- Ensure the dissemination of the materials

V. REQUIRED QUALIFICATIONS

Required expertise, qualifications, and competencies, including language requirements:

The Consultant should fulfill the following requirements:

- **A. Education:** Master's degree in Law, Public Administration, Social Sciences, Development Studies, or another relevant field.
- **B.** Experience:
- 6-8 years of experience in gender-related research (both quantitative and qualitative)
- Experience in the development of IEC materials and tools and templates within the framework of Gender, GBV, and Sexual harassment.
- Demonstrated organizational skills, including the ability to work independently and productively.
- Experience with governmental and non-governmental entities is essential
- Familiarity with UN work is desirable
- **C.** Language and other skills: Proficiency in written Arabic and English is essential.

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
- Financial offer in USD

The above-mentioned documents should be submitted together in Word and PDF versions replying clearly to the required qualifications and competencies and highlighting the experience requested with a clear confirmation of availability to generate the IEC materials on the Sexual Harrasement Law, by September 9, 2022 COB through the email link info@nclw.gov.lb; specifying in the subject:

"IEC and advocacy material on sexual harassment law"

Incomplete submissions can be a ground for disqualification.

