

**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 Practitioner (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.

<ul style="list-style-type: none"> • Conduct consultations (i.e., FGDs, KIIs, 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 	<p>Report of consultations, MOM for every category with suggestions on how to adapt convenient designs</p>		20%	
<ul style="list-style-type: none"> • Develop draft IEC and advocacy materials for each target group 	<p>Draft at least 3 types of IEC and advocacy materials for each target group: 1-Youth (student Unions, Youth clubs, Scout groups...) 2-Social workers 3-Legal Practioner (Lawyers and Law students)</p>	7 days	50%	
<ul style="list-style-type: none"> • Conduct a consultation meeting with selected key stakeholders, MoJ, MoYS, and service providers 	<p>-MOM -Findings' analysis</p>	2 days	30%	
<ul style="list-style-type: none"> • Final IEC and advocacy materials 	<p>Final drafts report based on comments received from NCLW, and UNFPA, and the different stakeholders</p>	4 days		

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.

