

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### I. GENERAL INFORMATION

Consultancy Title	<b>Design IEC and Advocacy material on the sexual harassment law</b>
Project	<b>LBN04NCL</b>
Duty Station	<b>Beirut, Lebanon</b>
Reports to	<b>NCLW's Executive Director and NCLW's Projects Development Coordinator</b>
Duration of consultancy	<b>7 days</b>

### II. BACKGROUND AND PURPOSE OF CONSULTANCY

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 the 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", or law 205. The law is a qualitative progress such that it criminalizes sexual harassment and triggers whistleblower protections. In addition to punishing the perpetrators, the law affords protection to both the victims and any witness who testifies against the accused. It also creates a specialized fund at the Ministry of Social Affairs tasked with offering support and rehabilitation to victims and raising awareness about sexual harassment, and explicitly gives victims the right to seek compensation.

To ensure that this law is operationalized and well known, NCLW in collaboration with UNFPA are working on awareness raising concerning the law therefore a set of IEC and advocacy material will be developed to target several groups, especially, legal practitioners, social workers and youth etc....

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

The Graphic designer recruited will be undertaking the various tasks as described below.

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

Based on the above and under the overall guidance of NCLW and in close collaboration with UNFPA focal points, the consultant will be undertaking the following duties:

- Design a creative cover draft for the IEC and advocacy material on the sexual harassment Law.
- Design a creative and attractive layout draft for this campaign.
- Develop text layout, preferably using InDesign or a similar program.
- Ensure that the layout is user-friendly.
- Design more than 3 sample materials in consultation with NCLW and UNFPA using infographics, flyers, leaflets, brochures etc.
- Choose the fonts, colors, size, spacing and visuals after liaising with NCLW.
- Ensure harmonized and consistent layout including fonts and visuals.
- Ensure that artwork is well edited after taking advice and input from NCLW/UNFPA.
- Create visuals
- Ensure that the IEC and advocacy material is designed in line with NCLW/UNFPA design guidelines. (To be shared with the designer upon selection and agreement).
- Incorporate and amend the design as per NCLW and UNFPA's feedback and back and forth
- Finalize the layout of the IEC and advocacy material on the Sexual Harrasment Law after receiving and incorporating NCLW's feedback on all the drafts presented

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

Deliverables to be submitted in Arabic and English

1. Well-designed IEC and advocacy material in Word, Illustrator and PDF formats to be delivered with all fonts and colors for printing and electronic distribution.
2. At least 3 sample materials in consultation with NCLW and UNFPA using infographics, flyers, leaflets, brochures formats to be delivered with all fonts and colors for printing and electronic distribution.
3. A creative cover draft and an attractive layout draft for the IEC and advocacy material

### V. REQUIRED QUALIFICATIONS

Required expertise, qualifications and competencies, including language requirements:

**The designer should fulfill the following requirements:**

**Education:**

Bachelor's Degree in graphic design or any other related qualifications including art and design.

**Experience:**

- At least 2 to 3 years of work experience in graphic design.

- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design, CorelDraw, or similar.

- Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and color management.

- Having worked on project designs related to Gender equality matters is a plus.

Based on the above and under the overall guidance of NCLW Executive Director and in close collaboration with the NCLW Project Coordinator and UNFPA Staff.

## **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

The above-mentioned documents should be submitted together by December 2, 2022 COB through the email link [info@nclw.gov.lb](mailto:info@nclw.gov.lb); **specifying in the subject:**

**Gender Equality: IEC and Advocacy material on sexual harassment law.**

**Incomplete submission can be a ground for disqualification.**