

**NATIONAL COMMISSION FOR LEBANESE WOMEN
TERMS OF REFERENCE**

I. GENERAL INFORMATION

Consultancy Title	Consultant – Carry out the assessment of the 10 years National Women Strategy (NWS)
Project	LBN04NCL
Duty Station	Beirut, Lebanon
Reports to	NCLW Executive director
Duration of Consultancy	November, 2021 – January, 2022

II. BACKGROUND AND OBJECTIVE

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

Since 2006, NCLW has been collaborating with the United Nations Population Fund (UNFPA) towards mainstreaming gender aspects and mitigation of gender-based violence (GBV) into various platforms, policies, and strategies. This collaboration led to the development of the National Ten-Year Strategy for Women in Lebanon (NWS) (2011-2021) endorsed by the Government of Lebanon in 2012. This collaboration sought the opinions of experts from the civil society, public institutions and international organizations working in the field of women/gender issues. The work had started in 2011 with the launching of the National Strategy for Women in Lebanon (2011-2021). This participatory work continued with the development of the strategy's Action Plan (2013-2016) in 2013, with the annual monitoring of its implementation by relevant ministries and public administrations as well as civil society organizations (Universities, NGOs, Syndicates) and International Organizations and UN agencies. The monitoring process of the yearly implementation of the National action plan covered the years 2013 to 2016 with the publication of annual reports. In 2016, at the completion of the first National Action Plan (2013-2016) NCLW, and through a participatory approach developed a National Action Plan for 2017-2019 also validated. Annual reports were also published to monitor the implementation of the action plan covering 2017-2019.

Both cycles of the action plan included practical objectives for each strategic goal, as well as activities/interventions, results, expected outcomes, indicators and suggested stakeholders for the execution of each goal.

One of the goals of the 2011-2021 NWS in Lebanon has been to serve as a guiding principle to any official or civil-society initiative seeking to enhance the status of women in the country.

The NWS spells out 12 priority objectives identified as essential ones for ensuring that gender equality dimensions are adequately mainstreamed in the social, cultural, economic, and political spheres. The challenge has been to ensure constructive collaboration among all participating

associations, organizations and institutions in order to achieve the objectives set out in the mission statement and mandate of this cooperative endeavor and action.

In 2021, NCLW and UNFPA have sustained their collaboration and agreed to implement a series of activities among which producing a final report around the NWS.

Building on the successful achievements made in the last years in terms of monitoring the implementation of the NWS and its NAPs 2013 to 2019, and as the cycle of the NWS has come to an end; there is a need to take stock of the 10 years implementation of the NWS through providing a thorough analytical synthesis of achievements. This review will entail a) focus on main areas of interventions by various actors in line with the NWS/NAP strategic areas; b) highlight key achievements as well as challenges, lessons learned and main bottlenecks that faced implementation of the NWS/NAP strategic objectives stated, and c) assess the coordination mechanism and support provided by NCLW for the implementation and reporting on the NWS/NAP. It is expected that this assessment will lead the development of the upcoming gender strategy 2022 onwards.

Based on the above, NCLW in collaboration with UNFPA is recruiting an expert to carry out the assessment of the 10 years NWS/NAP.

III. METHODOLOGY AND DELIVERABLES

- Carry out an inception meeting to ensure clear understanding of the TORs with key milestones and deliverables.
 - Conduct a thorough desk review of the NWS (2011-2021), and its action plans (2013-2016) and (2017-2019) and the yearly reports of implementation since 2013 to 2019.
 - Develop data collection tools using mixed quantitative and qualitative methods in Arabic to gather data from CSOs, Ministries, local and international NGOs and UN agencies. The tools need to be tailored to the scope of recipients' categories.
 - Carry out data collection either through conducting consultations (i.e., 10-15 FGDs, KIIs, meetings) or and/or administering questionnaires with different stakeholders. NCLW will extend support in data gathering.
 - Compile and analyze collected data through a report in Arabic. The report needs to incorporate data visualization i.e. graphs, and charts, etc... showing trends and patterns that would assist stakeholders in having a thorough understanding of the achievements and challenges related to women's rights spectrum in Lebanon during the last 10 years and in comparison with the NWS (the structure of the report will be discussed later on)
 - Conduct a final validation meeting with relevant stakeholders, namely from public sector and CSOs including NGOs, Syndicates, Academia, UN agencies.
 - Finalize the report based on comments received including from validation meeting.
 - Prepare an executive summary in English and Arabic along with a PPT in both languages summarizing key findings of the report.
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IV. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY, FORMAT AND DEADLINE

Final Deliverables to be submitted electronically on January 7, 2021

Milestone	Deliverables	Timeline	Payment
<ul style="list-style-type: none"> Conduct desk review 	<ul style="list-style-type: none"> brief report 	<ul style="list-style-type: none"> Week 2 	20%
<ul style="list-style-type: none"> Data collection 	<ul style="list-style-type: none"> Data collection tools 	<ul style="list-style-type: none"> Week 4 	0%
<ul style="list-style-type: none"> Prepare draft report 	<ul style="list-style-type: none"> Draft report 	<ul style="list-style-type: none"> Week 6 	30%
<ul style="list-style-type: none"> Submit final report and executive summary 	<ul style="list-style-type: none"> Final NWS report 	<ul style="list-style-type: none"> Week 9 	50%

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 pertaining to the NWS.
- Follow up with the key stakeholders for main consultations, and for gathering filled in questionnaires.
- Ensure logistics for meetings are met and provided.
- Ensure the dissemination of the report

V. REQUIRED QUALIFICATIONS

Required expertise, qualifications and competencies, including language requirements:

The Consultant should fulfill the following requirements:

- A. Education:** Master's degree in Public Administration, Social Sciences, Public Health, Gender Studies, Development Studies, or other relevant field.
- B. Experience:**
- 8-12 years of experience in gender related research (both quantitative and qualitative)

- Experience in development of M&E tools and templates within the framework of human rights and gender.
- Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment.
- Experience with governmental and non-governmental entities is essential
- Familiarity with UN work is desirable

C. Language and other skills: Proficiency in oral and 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 report on the NWS within the set deadline, **by October 29, 2021 COB** through the email link info@nclw.gov.lb; **specifying in the subject:**

“Assessment of the 10 years National Women Strategy”

Incomplete submission can be a ground for disqualification.
