

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

Lebanon

I. GENERAL INFORMATION

Consultancy Title	Project Coordinator for UNFPA Project: “Enhancing National Women Machinery Capacities for Advancing Gender Equality”
Project	UNFPA
Duty Station	Beirut, Lebanon
Reports to	Projects Development Coordinator and Executive Director (NCLW)
Duration of Consultancy	Till the End of December 2022

II. BACKGROUND

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is as 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, the National Commission for Lebanese Women (NCLW) has been collaborating with the United Nations Population Fund (UNFPA) towards mainstreaming gender aspects in various development platforms, policies, and strategies.

In 2022, UNFPA in close collaboration with NCLW, is working on a list of projects to strengthened institutional mechanisms and policies to improve the legal status of women and girls, to eliminate the gender-based violence and promoting gender equality.

This partnership is built on achievements and outcomes realized specifically in 2021 and consists of the following key results:

1. Generating evidence through assessments and research
2. Developing of national gender strategy
3. Advocating for promoting and advancing gender equality and mainstreaming as well preventing GBV (i.e. campaign).

Under the overall guidance and direct supervision of NCLW Project Development Coordinator and NCLW Executive Director, the Project coordinator will be in charge of assisting the team with the coordination of resources, equipment, meetings, and information.

The project coordinator will work on the project and will deliver tasks on due time within the budget and quality desired.

He/She will ensure the effective implementation of the NCLW/UNFPA 2022 Annual Work Plan.

III. FUNCTIONS AND TASKS

The Project Coordinator is expected to :

- Maintain and monitor the project plan, project schedules, work hours, budget, and expenditures.
- Organize and attend relevant meetings.
- Document and follow up on important actions and decisions from meetings.
- Prepare necessary presentation materials for meetings
- Ensure project deadlines are met.
- Collect, analyze monitoring data and produce reports on periodic basis.
- Determine project changes.
- Assess project risks and issues and provide solutions, where applicable.
- Assist the team according to needs.
- Undertake project, administrative and logistics tasks as required.
- Ensure that the project adhere to frameworks and all documentation is maintained appropriately.
- Create a project management calendar for fulfilling each activity, goal and objective in cooperation with the team.

IV. REQUIRED QUALIFICATIONS

Education	University degree in political science, public management, or a related field of study.
Experience And Skills	<ul style="list-style-type: none">• Two years of experience in a related field.• Knowledge of file management, transcription, and other administrative procedures is a plus.• Strong working knowledge of Microsoft Project and Microsoft Planner.• Ability to work effectively both independently and as part of a team.• Strong communication skills• Ability to work on tight deadlines.• Ability to work under pressure.
Language requirements	Proficiency in oral and written Arabic and English are essential. French is a plus
How to apply	<ul style="list-style-type: none">• Interested candidates in this position should send their:<ul style="list-style-type: none">- CV- Cover Letter- Financial Proposal <p>To info@nclw.gov.lb and include the job title “Project Coordinator for UNFPA Project” in the email subject and cover letter by <u>June 3, 2022.</u></p> <ul style="list-style-type: none">• Applications received after the closing date will not be considered.• Only shortlisted candidates will be contacted.