

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### Lebanon

#### I. GENERAL INFORMATION

<b>Consultancy Title</b>	Technical consultant to develop a 3-year action plan for the National Women Strategy 2022-2030.
<b>Project</b>	LBN05NCL
<b>Duty Station</b>	Beirut, Lebanon
<b>Reports to</b>	Project Coordinator (NCLW/UNFPA), NCLW Projects Development Coordinator and NCLW Executive Director
<b>Duration of Consultancy</b>	September 2023 - November 2023 (20 working days)

#### II. BACKGROUND

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 in various development platforms, policies, and strategies. In that regard, NCLW in collaboration with UNFPA drafted the National Strategy for Women in Lebanon ("the Strategy") for the 2022 to 2030 period. The Strategy has been recently validated by national stakeholders. Before starting the effective implementation, an action plan and a monitoring and evaluation framework need to be developed and set as soon as possible, before being validated by the concerned stakeholders.

Therefore, NCLW in collaboration with UNFPA are hiring a technical consultant to develop a 3-year action plan (Action Plan Expert).

The recruited consultant will be coordinating and working closely with another consultant developing the related Monitoring and Evaluation framework (M&E Expert).

### III. FUNCTIONS AND TASKS

Under the overall guidance of NCLW's Executive Director, NCLW Projects Development Coordinator and the Project Coordinator, the Action Plan Consultant will have the following responsibilities:

- Review and understand the strategic objectives and goals outlined in the National Women Strategy in order to translate them into detailed actionable steps
- Develop a detailed and comprehensive **action plan**, that includes detailed activities, outputs, outcomes, specific interventions, timelines, and responsible entities
- Ensure that the action plan has Specific, Measurable, Achievable, Relevant, and Time bound interventions, with achievable results and potential indicators.
- Organize five consultation meetings on the strategic objectives of the drafted action plan with the active participation of key national stakeholders, ministries, relevant institutions, CSOs, and other relevant parties
- Archive the consultation process
- Coordinate with and assist the Monitoring and Evaluation expert in the development of the M&E framework, including indicators, data collection methods and tools, and reporting mechanisms.
- Conduct a validation meeting of the drafted action plan with the relevant stakeholders
- Incorporate NCLW, UNFPA and the partners' and stakeholder's feedback
- Draft the final action plan in Arabic

### IV. DELIVERABLES

Expected deliverables:

- A final comprehensive 3-year Action plan for the National Women Strategy (2022-2030)
- PowerPoint Presentation in Arabic summarizing key components of the 3-year action plan developed
- Documentation of the action plan development process

### V. NCLW CONTRIBUTION

To facilitate the work of the consultant, NCLW will:

- Provide the consultant with the Arabic and English versions of the National Women Strategy.
- Coordinate and follow up with key stakeholders for the consultations and validation meetings.
- Ensure all logistics for meetings are met and provided.

### VI. REQUIRED QUALIFICATIONS

Education	Master's degree in Law, political science, social science, public management, or a related field of study.
Experience And Skills	<ul style="list-style-type: none"><li>- At least 10 years of experience in gender equality and policy development</li><li>- Experience with developing action plans and strategies</li><li>- Experience working with governmental and non-governmental entities is essential</li></ul>

	<ul style="list-style-type: none"> <li>- Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment.</li> <li>- Fluency and excellent writing skills in Arabic and English</li> </ul>
<p>How to apply</p>	<p>Interested candidates should apply and submit the above-mentioned documents to the email address <a href="mailto:info@nclw.gov.lb">info@nclw.gov.lb</a> no later than 13 September 2023, at midnight (Beirut time), ensuring the subject line is denoted with the heading:</p> <p><b>“NCLW/UNFPA – Technical consultant to develop a 3-year action plan for the National Women Strategy (2022-2030)”</b>, including the following:</p> <ul style="list-style-type: none"> <li>• An updated CV.</li> <li>• A separate financial offer in US dollars and all taxes included (daily rate for 20 working days).</li> </ul> <p>The NCLW will only contact the shortlisted applicants submitting the required documents above and in which there is further interest</p>