

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

Lebanon

I. GENERAL INFORMATION

Consultancy Title	Trainer for conducting training workshops on sexual harassment law and policies
Project	LBN05NCL
Duty Station	Beirut, Lebanon
Reports to	Project Coordinator (NCLW/UNFPA), NCLW Projects Development Coordinator, NCLW Executive Director
Duration of Consultancy	July – September (17 Working days)

II. BACKGROUND

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is as an official body 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 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.

On December 21, 2020, Lebanon passed a landmark law to criminalize Sexual Harassment and rehabilitate its victims, known as Law 205/2020. In addition to punishing the perpetrators, the law offers protection to both the victims and any witness who testifies against the accused.

In order to ensure the effective implementation of the above-mentioned law, NCLW, UNFPA and their partners drafted a Sexual Harassment Policy to prevent, respond and punish Sexual Harassment in the Workplace.

In parallel, to disseminate the knowledge of the content of the Law, NCLW in collaboration with UNFPA are seeking to introduce the Law 205/2020 to several groups, mainly Youth, Social workers, and Legal practitioners (Lawyers and Law students). Therefore, a set of Information, Education and Communication (IEC) and advocacy material was already developed in Arabic and English languages and NCLW is planning to conduct training on the Sexual Harassment law and policy.

In light of the above, NCLW in collaboration with UNFPA are recruiting a trainer in order to conduct eleven training workshops on the above-mentioned theme targeting several stakeholders:

- Lawyers
- Universities
- Social workers
- Transportation workforce
- The Civil Service Board
- The Ministry of Labor Inspectors

The trainer needs to be ready to work on the training material and deliver the trainings in July and September 2023

III. FUNCTIONS AND TASKS

The trainer is expected to:

- Prepare and develop the training curriculum, agenda, exercises, and pre / post assessments content adjusted per the targeted audience. The training should apply suitable methods that motivate active engagement of the participants.
- Prior to the training implementation, deliver and share with NCLW team a training plan and training tools and materials to be used during the sessions. These materials should be approved by NCLW before being used for training delivery.
- Conduct 11 training sessions of 1 hour and half – 2 hours each)
- Administer the training curriculum within the set timeline;
- Report to NCLW team on the training preparation progress and any challenges;
- Attend a weekly meeting to discuss the project progress and any emerging opportunities / risks;
- Work closely with NCLW team to ensure a smooth implementation of the training curriculum in specific and the project in general;
- Submit a final report that summarizes the outcome of the administered trainings and the recommendations
- Ensure that the trainings and report are delivered in line with NCLW and UNFPA guidelines

IV. FINAL DELIVERABLES

The trainer will be expected to deliver the following:

- Training content Required training workshops
- A final report summarizing the findings and highlighting the recommendations

V. NCLW CONTRIBUTION

To facilitate the work of the trainer, NCLW will be providing the word copy of the English and Arabic IEC.

VI. Monitoring and Progress

Milestones	Working days	Timeframes *
Developing a training plan and prepare training materials	5	July
Delivering 11 Trainings	11	July - September
Final Report on the training courses and Recommendations	1	September

*the timeframes might be subject to ulterior modifications.

VI. REQUIRED QUALIFICATIONS

Education	University degree in Law, political science, social science, public management, or a related field of study.
Experience And skills	<ul style="list-style-type: none"> • 4 years of experience in producing material and delivering trainings on gender-related matters • Experience in the delivering IEC materials 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
How to apply	<p>Interested candidates should apply and submit the below-mentioned documents to the email address info@nclw.gov.lb no later than June 26rd 2023, at midnight (Beirut time), ensuring the subject line is denoted with the heading:</p> <p>“NCLW/UNFPA – Trainer - Sexual harassment law and policies”, including the following:</p> <ul style="list-style-type: none"> • An updated CV. • A separate financial offer in US dollars. The offer needs to be all inclusive, therefore needs to include transportation and all taxes (detailed breakdown of all estimated costs and clear total cost for the final product). <p>The NCLW will only contact the shortlisted applicants submitting the required documents above and in which there is further interest</p>