

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

Lebanon

I. GENERAL INFORMATION

Consultancy Title	Project Coordinator – NCLW/UN Habitat
Project	Research and policy brief development on social norms and other barriers that affect women’s access to their housing, land and property (HLP) rights in Lebanon
Duty Station	Beirut, Lebanon
Reports to	NCLW Executive Board Secretary
Duration of Consultancy	June – September 2025 (12 working weeks)

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 Lebanese society and enhance gender mainstreaming in public institutions.

In 2025, NCLW will be working in close collaboration with UN Habitat on a list of activities and interventions to gain a better understanding of the restrictive social norms and obstacles that hinder women’s access to their HLP rights, while emphasizing and raising awareness on the importance of these rights.

The project will include engaging with the community, collecting and analyzing data (through a survey and focus group discussions), developing advocacy and awareness-raising materials, hosting a national event, and presenting a final policy brief with evidence-based recommendations that can address the prevailing challenges. The project will strive to collaborate with local actors working on women’s rights.

The Project Coordinator will be in charge of assisting the team with the implementation of activities and coordination of resources, equipment, workshops, meetings, and information.

The project coordinator will work on the project and will deliver tasks on time within the budget and quality desired. He/She will oversee the timely fulfillment of the project deliverables. This includes tracking progress, meeting the project timeline, and monitoring the project budget to guarantee financial compliance and efficiency of NCLW/UN Habitat 2025 project.

III. FUNCTIONS AND TASKS

The Project Coordinator is expected to:

- Maintain and monitor the project plan, project schedules, work hours, budget, and expenditures.
- Prepare methodological planning for the activities and for the tasks with key milestones, timeline and deliverables, and in line with the NCLW/UN Habitat workplan.
- Oversee the implementation of the activities while providing the required support when needed; coordinate activities and follow up on expenditure reports in line with the AoC.
- Draft TORs to recruit needed experts and finalize them upon NCLW's approval.
- Draft contracts for the needed experts and finalize them upon NCLW's approval.
- Follow up on budget management in coordination with NCLW's Accountant and Payroll Officer, and prepare relevant analytical and narrative reporting for the project following relevant templates, requirements, and deadlines and upon NCLW's approval.
- Ensure that the implemented activities meet the strategic objectives of the project and are aligned with indicators.
- Coordinate Logistics and Procurement arrangements for meetings/event: procure catering and necessary equipment and materials; manage participant communication; and ensure compliance with procurement policies and budget constraints for smooth execution.
- Ensure all documentation is maintained appropriately for each component.
- Determine project changes, assess project risks, and ensure constant feedback on the quality of implementation, taking corrective measures as necessary after NCLW's approval.
- Prepare minutes of meetings, progress reports, briefings, concept notes, PPTs, attendance sheets, agenda, etc.
- Organize and attend relevant meetings and workshops.
- Ensure project deadlines are met.
- Collect, and analyze monitoring data and produce reports periodically.
- Assist the team according to needs.
- Undertake project, administrative, and logistics tasks as required.
- Ensure that the project adheres to frameworks and all documentation is maintained appropriately.

IV. REQUIRED QUALIFICATIONS

Education	University degree in Law, Political Science, Business Management, or a related field of study.
Expected Background and Skills	<ul style="list-style-type: none"> • Two years of experience in project coordination and monitoring with a focus on gender equality, women's empowerment, and Human Rights, particularly Housing, Land, and Property (HLP) rights, would be a strong asset. • Experience with governmental and non-governmental entities is advantageous. • Familiarity with UN agencies' work is desirable. • Good understanding of the project management cycle and demonstrated experience in project implementation. • Effective report writing and analytical skills • Knowledge of file management, transcription, and other administrative procedures is a plus. • 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 in USD/week <p>To info@nclw.gov.lb and include the job title "Project Coordinator – NCLW/UN Habitat" in the email subject by <u>June 17, 2025.</u></p> <ul style="list-style-type: none"> • Applications received after the closing date will not be considered. • Only shortlisted candidates will be contacted.