

Terms of Reference

Gender Mainstreaming Expert – Consultant

National Commission for Lebanese Women (NCLW)

Position:	Gender Mainstreaming Expert – Consultant
Organization:	National Commission for Lebanese Women (NCLW)
Location:	Beirut, Lebanon
Duration:	30 working days From September 2026 to February 2027

About NCLW and Introduction

The National Commission for Lebanese Women (NCLW) is an official body established in 1998 under Law No. 720, serving as the national machinery on women's rights in Lebanon. Operating under the Presidency of the Council of Ministers, NCLW's mandate includes advisory, coordination, and executive missions, including providing policy recommendations to the Government, coordinating with national and international stakeholders on gender equality, and developing and implementing strategies, action plans, programs, and research to advance gender equality and women's empowerment across all sectors.

In line with its mandate, NCLW has implemented numerous initiatives to promote gender equality. Its core areas of work also include **mainstreaming gender across ministries, public institutions, and national strategies**; advancing legislative and policy reform; raising awareness on gender issues; preventing and responding to gender-based violence; strengthening women's participation in decision-making in all sectors; and promoting the Women, Peace, and Security agenda in Lebanon. These efforts have been carried out through strategic partnerships with UN agencies, international organizations, civil society actors, and academic institutions.

Furthermore, under the **National Strategy for Women in Lebanon (2022–2030)**, developed by NCLW, the fourth strategic priority, particularly its second sub-objective, aims to strengthen the position of Gender Focal Points (GFPs) within public administrations and ministries, and emphasize their role in ensuring gender mainstreaming in their respective institutions. In addition, following the official endorsement of the **second National Action Plan (LNAP II) on United Nations Security Council Resolution 1325** by the Lebanese Government on April 30, 2026, NCLW, in partnership with UN Women, is implementing a joint project to support the

operationalization, coordination, and monitoring of the Women, Peace and Security agenda in Lebanon; and to develop National Guidelines for Gender Mainstreaming in the Lebanese Public Sector, with a practical Toolkit for GFPs, to support the systematic integration of gender perspectives across public institutions.

Therefore, NCLW seeks to engage a **Gender Mainstreaming Expert** to lead the development of these National Guidelines and the accompanying Toolkit for GFPs, and to support public institutions in building the capacities required for their effective application.

Duties and Responsibilities

Under the supervision of NCLW Executive Board Secretary, NCLW Executive Director, and NCLW Project team, the Gender Mainstreaming Expert will support NCLW with the following responsibilities:

A. Develop National Mainstreaming Guidelines, GFP Toolkit, and relevant documents:

1. Conduct a desk review and inception phase

- Review national and international frameworks, including the National Strategy for Women in Lebanon (2022-2030) and its Action Plan, Lebanon's NAP II on UNSCR 1325, national GEWE commitments, relevant international frameworks, legislation, policies, and existing gender mainstreaming tools.
- Gather inputs on institutional needs, challenges, priorities, suggestions, and practical requirements for gender mainstreaming in the public sector.
- Identify gaps and opportunities to strengthen institutional gender mainstreaming practices.
- Prepare an inception report detailing the suggested methodology, work plan, approach, and proposed outline of the Guidelines and Toolkit.

2. Develop the National Guidelines for Gender Mainstreaming

The Guidelines should provide practical guidance on integrating gender perspectives into:

- Strategic planning and policy development.
- Program and project design, implementation and evaluation.
- Gender-responsive budgeting.
- Gender-responsive service delivery, while ensuring equitable access to protection and essential services, including in relief and recovery efforts.
- Institutional governance, human resource management, non-discrimination, promotion of women's participation in decision-making, prevention of gender-based violence and discrimination, and accountability.
- Procurement processes.
- Data collection and analysis.
- Monitoring, evaluation, and reporting.

- Document review and gender integration

3. Develop a modular Toolkit for Gender Focal Points (GFPs)

The Toolkit, based on the National Guidelines for Gender Mainstreaming, shall include, at a minimum:

- Gaps and Needs Assessment/Review.
- Gender Mainstreaming Maturity Assessment Tool.
- Gender analysis tools and templates.
- Gender mainstreaming checklists and gender marker.
- Annual work-planning templates.
- Monitoring tools and sample indicators.
- Coordination and referral mechanisms.
- Guidance on gender-responsive data collection.
- Communication and advocacy checklist and resources.
- Frequently asked questions and troubleshooting guidance.
- Sector-specific examples and practical case studies.

4. Finalize and Support the Institutionalization of the Products

- Finalize the Guidelines and Toolkit in close coordination with NCLW, incorporating feedback until approval.
- Develop recommendations for the formal adoption, dissemination, and institutionalization of the products.

B. Design, Develop, and Deliver Capacity-Building Sessions

The consultant shall design, facilitate, and document a series of training sessions to strengthen GFPs' practical capacity to apply the Guidelines and Toolkit.

Specifically, the consultant will:

1. Develop the Training Program

- Conduct a training needs assessment, design and develop a three-level training program (basic, intermediate, and advanced) tailored to participants' competencies.
- Prepare the curricula, agendas, session plans, and learning materials for each level.

2. Develop training materials

- Prepare user-friendly learning materials, including:
- Facilitator guides and PowerPoint presentations
- Participant manuals, including handouts and job aids derived from the Toolkit

- Practical exercises, group work materials and case studies reflecting the Lebanese public sector context.
- Evaluation forms, including pre- and post-training assessment.

3. Facilitate training sessions

Deliver three interactive, two-day training sessions for 60 participants from around 40 ministries and public institutions, using participatory adult-learning methodologies.

4. Evaluate learning outcomes

- Develop and administer pre- and post-training assessments to measure improvements in participants' knowledge and confidence.
- Analyze participant feedback and identify additional capacity needs.
- Document lessons learned and recommendations for future programming.

Expected Deliverables

The consultant shall deliver the following outputs:

- Inception and Assessment: Inception report, desk review, and institutional needs assessment.
- Knowledge Products: National Guidelines for Gender Mainstreaming in the Lebanese Public Sector and the Toolkit for GFPs.
- Training Package: Comprehensive training curriculum, facilitator and participant materials, practical tools, and evaluation instruments.
- Capacity Building: Delivery of capacity-building sessions for Gender Focal Points and representatives of public institutions.
- Final Outputs: Final consultancy report including key findings, lessons learned, and recommendations for institutionalization and sustainability.

Place and Duration

- **Implementation period:** 6 months
- **Start date:** September 2026
- **End date:** End of February 2027
- **Effective duration per assignment:** 30 working days (in-person and remote)
- **Location:** Primarily NCLW Premises – Baabda, with some visits across Lebanon as required

Key competencies

Education:

- An advanced university degree in gender studies, public administration, law, social sciences, development studies, or a related field;

Experience, Skills, and Competencies:

- At least 10 years of progressively responsible experience in gender equality and gender mainstreaming within public institutions;
- Demonstrated experience developing gender mainstreaming guidelines, toolkits, SOPs, or institutional frameworks;
- Certification in Gender Audit is a plus;
- Strong knowledge of the Lebanese public administration system and national frameworks; including familiarity with the National Strategy for Women in Lebanon and the Women, Peace and Security agenda;
- Proven experience facilitating gender mainstreaming and gender related capacity-building workshops with government and non-governmental stakeholders;
- Excellent analytical, drafting, and communication skills in Arabic and English (French is an asset).

Submission Guidelines

Interested candidates are invited to submit the following documents to the National Commission for Lebanese Women (NCLW):

1. A **detailed CV** highlighting relevant experience with references;
2. A **cover letter** explaining the applicant's interest and qualifications for the position;
3. Relevant **previous work**
4. A **financial proposal** indicating the **daily rate in USD** (net);
5. Copy of the **financial registration certificate (if any)**;

Applications should be submitted by email to: info@nclw.gov.lb;

Under the title: **Gender Mainstreaming Expert**

Deadline for submission: **Tuesday, September 15, 2026**

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.