

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

I. <u>GENERAL INFORMATION</u>	
Consultancy Title	DATA MANAGEMENT CONSULTANT
Project	UN WOMEN
Reports to	NCLW Projects Development Coordinator and NCLW Executive Director
Duration of consultancy	3 months

II. BACKGROUND AND PURPOSE OF CONSULTANCY

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the presidency of the Council of ministers. As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

The Government of Lebanon is committed to the implementation of UNSCR 1325 and has shown its commitment by developing a Lebanon NAP to implement this significant UN Resolution. In 2017, the Presidency of Council of Ministers requested the National Commission for Lebanese Women (NCLW), the official women's machinery in Lebanon, to develop a NAP on UNSCR 1325. On 12 September 2019, the council of ministers endorsed the NAP 1325 on Women, Peace and Security.

The monitoring and evaluation framework for the Lebanon NAP 1325 has been revised and includes specific indicators to measure progress at the strategic priority level and the intervention level over four years.

NCLW is seeking to contract a Data Management Expert (individual or firm) to digitize the revised log frame using an appropriate web-based information management software. The consultancy aims to improve data management, reporting, and visualization of NAP indicators inclusive of the CEDAW convention.

Based on the above and under the overall guidance of NCLW Executive Director and NCLW Projects Development Coordinator, and in close coordination with the M&E consultant, the expert will undertake the following duties:

1. Consult with NCLW team to gather information about the needs in terms of NAP data management, reporting, data analysis and visualization techniques. The main sections of the digitized dashboard will be agreed upon with the M&E consultant and NCLW team.

2. Design and institutionalize the data entry interface using an appropriate web-based information management software (for example: ActivityInfo)
3. Set up the dashboard and run tests on data entry, revision and deletion.
4. Link web-based dashboard to an appropriate data visualization software (for example: Power BI or similar software).
5. Present the draft dashboard to NCLW team to ensure expectations are met regarding the main features, data protection and account access.
6. Roll out the dashboard based on feedback received from NCLW team.
7. Produce a guidance manual for software users.
8. Provide training to the intended users including NCLW staff and ministry personnel.
9. Avail 10 coaching sessions for the intended users to ensure smooth roll out of the dashboard, troubleshooting of errors and system maintenance.

III. MONITORING AND PROGRESS CONTROL:

Milestone	Deliverable(s)	Timeline
Roll out of Microsoft Power BI dashboard	<ul style="list-style-type: none"> • MOM of consultation meetings • Draft dashboard 	TBD
Training of intended users	<ul style="list-style-type: none"> • Training sessions • Coaching sessions 	TBD
Guidance manual for intended users.	<ul style="list-style-type: none"> • Final user manual 	TBD

IV. INSTITUTIONAL SUPPORT FROM NCLW:

NCLW will ensure the availability of relevant team members in addition to the M&E consultant for consultation meetings and training. NCLW will also provide the expert with relevant policies on data protection.

V. REQUIRED QUALIFICATIONS

Qualification

A university degree (Bachelor Level) in Data Science, Data Management, MIS, Computer Science or any other related field.

Professional Experience

- Minimum 7 years' experiences in Information Management, IT and software development
- Experience with humanitarian organizations in similar assignments
- Demonstrated experience of developing and managing databases or applications
- Knowledge and experience in data management and mobile data collection.

VI. APPLICATION PROCESS AND DEADLINE

Interested consultants must submit the following documents/information to demonstrate their qualifications:

- A cover letter explaining your suitability for the work and previous work portfolio, and ability to meet the requirements
- Updated and relevant Personal CV
- A financial proposal in US dollars

Interested candidates should send their CV to info@nclw.gov.lb and include the job title “Data Management Consultant” by **July 25, 2022**.

Applications received after the closing date will not be considered.

Incomplete submission will be a ground for disqualification.