

## Terms of reference

### *Technical Consultant*

#### National Commission for Lebanese Women (NCLW)

<b>Position:</b>	Technical Consultant
<b>Organization:</b>	National Commission for Lebanese Women (NCLW)
<b>Location:</b>	Beirut, Lebanon
<b>Duration:</b>	62 working days (June 2023 – May 2024)

#### About NCLW

The National Commission for Lebanese Women (NCLW) is an official body established in 1998 by law 720, directly affiliated with 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.

The Government of Lebanon is committed to the implementation of United Nations Security Council Resolution 1325 (UNSCR 1325) and has mandated NCLW to develop a Lebanon National Action Plan (NAP) to implement this resolution.

NCLW is responsible for drafting, coordinating, implementing, monitoring, and reporting on the Lebanon NAP on UNSCR 1325 on Women, Peace, and Security.

NCLW also focuses on promoting women's leadership and participation in politics to strengthen political processes and create inclusive and just societies.

This consultancy aims to recruit a technical consultant to lead the implementation of two simultaneous projects in partnership with UN Women Lebanon. The consultant will be responsible for managing the planning, execution, implementation, and evaluation of the agreed workplans in the two projects:

## **Project 1: Coordinating and monitoring the implementation of the 1325NAP**

As per the decision of the National Steering Committee in December 2021 the first-generation NAP that had an original duration of four years from 2019 until 2022 was extended for an additional year and will officially come to an end in December 2023.

NCLW will:

- 1) Lead and oversee the final stage of the implementation of the first-generation NAP 1325
- 2) Maintain and oversee the reporting and monitoring platform that was put in place for all institutions (government and civil society) contributing to the NAP 1325.
- 3) Disseminate the information in light of the completion of the first-generation NAP

## **Project 2: Bring forth transformative change towards gender equality and women's rights- Women's Political Participation**

NCLW will lead advocacy on gender responsive reforms in Lebanon, with a particular focus on advocating for Temporary Special Measures as well as supporting women's agency and network at the municipal level to enhance women's leadership and exchange of experience

### **Duties and Responsibilities**

Under the supervision of NCLW's Executive Director, the Technical Consultant will have the following responsibilities:

1. Set organizational goals and priorities for the two projects including planning, implementing, and evaluating the structural performance
2. Manage and support day-to-day activities and resources of the projects, with a focus on coordination and networking, management, and mobilization of resources
3. Supervise and coordinate the production of project outputs and ensure their delivery within the timeframes
4. Maintaining daily communication and working relationships with NCLW team in order to ensure the quality of the consultants' deliverables
5. Ensure quarterly and accurate reporting on project progress

### **Deliverables**

- Monthly timesheet
- Monthly progress report

### Key competencies

- Master's Degree in a relevant area such as International Relations, Law, Project Management, Social Sciences, Political Sciences, or a related field;
- At least 10 years of experience in gender related matters and knowledge in gender equality policies and legislation
- At least five years' demonstrable experience working in management, reporting, project development and implementation
- Proficiency in reporting and documentation
- Ability to work independently and under pressure to ensure work is achieved to a high standard and promptly.
- Outstanding written skills in Arabic and English
- Previous work experience with governmental institutions/NCLW is considered a plus

### Contract terms

**Period:** 62 working days (for the two projects) over the period of June 2023 till May 2024

#### **Submission Guidelines:**

Interested candidates for this position should send their CV, along with a financial offer (in USD) to [info@nclw.gov.lb](mailto:info@nclw.gov.lb) ; and include the job title mentioned above in the email subject "Technical Consultant" by June 19, 2023.

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.