

NATIONAL COMMISSION FOR LEBANESE WOMEN

and

UNITED NATIONS POPULATION FUND

TERMS OF REFERENCE

I. GENERAL INFORMATION

Job Title	Individual Consultant to Develop a Monitoring and Evaluation Framework for the National Action Plan on the Implementation of UNSCR 1325 Women Peace and Security - Lebanon
Project	101043
Duty Station	Beirut, Lebanon
Reports to	National Director (NCLW)
Duration of Consultancy	2 months: July - August 2018

II. BACKGROUND

Since 2006, the National Commission for Lebanese Women (NCLW) has been collaborating with the United Nations Population Fund (UNFPA) towards mainstreaming gender aspects in various development platforms, policies, and strategies. In 2012, this collaboration led to the development, launching, monitoring and reporting on the National Strategy for Women in Lebanon with its 2 national action plans (first one for 2013-2016 and second one for 2017-2019) as well as advocacy and media campaigns events on a range of subjects. In addition, UNFPA supported NCLW in carrying out research and studies including compilation of laws to eliminate discrimination against women.

Since 2006, NCLW and UNFPA also cooperated on the Women, Peace and Security (WPS) agenda (in line with UNSCR 1325), mainly through the WEPASS project, efforts pursued in 2016 and 2017 with consultative meetings in different Lebanese regions and national meetings. In 2018, NCLW and UNFPA partnership will consolidate their previous work on WPS agenda, as well as drafting national policies for women in Lebanon. It is to be noted that UNFPA's support to the operationalization of the national WPS agenda is carried out in coordination with several other UN entities (see below).

In 2017, NCLW has been mandated by the Presidency of the Council of Ministers to develop a National Action Plan (NAP) with regard to the implementation of the United Nations Security Council Resolution 1325 on "Women, Peace and Security". For this purpose, in October 2017, NCLW established a steering committee with governmental institutions and civil society organizations represented and actively engaged in the process of developing the NAP. The Steering Committee (SC) assembles six government ministries including the Office of the Minister of State for Women's Affairs, Ministry of

Defense, Ministry of Foreign Affairs, Ministry of Interior and Municipalities, Ministry of Justice, and the Ministry of Social Affairs as well as a representative from each of NGOs and academic sector. Six United Nations agencies also serve as technical advisory board in support of the elaboration of the WPS NAP including UN Women (acting as secretariat), ESCWA, OHCHR, UNDP, UNFPA, and UNIFIL.

In January 2018 the SC convened to discuss and agree on national priorities for the NAP. Sectoral meetings were held mainly in Security, Economy and Labour, Mediation, Political Participation, Legislation and Prevention, Protection, Recovery and Relief. These sectoral meetings were carried out between May and June 2018 with the active participation of key ministries and relevant institutions and CSOs, with the aim of developing strategic interventions that would constitute the WPS NAP. The latter would then require a robust and solid monitoring and evaluation (M&E) framework in order to ensure adequate monitoring of progress and achievements as well as reporting on and evaluating the interventions.

Based on the above, NCLW and UNFPA seek to engage an individual consultant expert whose responsibility is to elaborate the M&E framework for the implementation of the WPS NAP including (a) a monitoring plan consisting of tools and instruments for collecting data and information as well as periodicity, timeline and scope of monitoring and evaluation, (b) design a menu of contextual SMART indicators along with their definitions, baselines and targets aligned with the NAP results framework and priority interventions as well as means of verification, and (c) revise the NAP (if need be) based on the identified indicators.

III. FUNCTIONS AND TASKS

The individual consultant will be entrusted to carry out the below tasks in close collaboration with NCLW and the WPS steering / technical committees:

- 1) Prepare a methodological plan with key milestones, timeline and deliverables related to the consultancy;
- 2) Carry out a desk review of similar NAPs, relevant documents on WPS/SCR1325, M&E frameworks, SCR1325 global indicators, and other documents as proposed by NCLW;
- 3) Participate in briefing meetings with NCLW, steering committee, technical committee and other stakeholders as proposed by NCLW;
- 4) Review and reword the interventions (if need be) to ensure alignment with the indicators.
- 5) Produce a results-based M&E Framework, in line with the 1325 NAP outcomes and/or outputs;
- 6) Identify and define contextual SMART (Specific and measurable, achievable, relevant and time-bound) indicators for the WPS NAP at the outcomes and outputs levels taking into consideration the global indicators on UNSCR 1325, aligned to Lebanese context;

- 7) Propose means of verification for each indicator (including source of information/ data collection methods, etc), frequency, periodicity and timeline of data collection and reporting (for monitoring and evaluation), guidelines, tools and platforms for data collection, evaluations, reporting system, and responsible parties for the reporting (Both quantitative and qualitative indicators should be used to monitor the NAP results);
- 8) Propose baselines and targets for all identified indicators through a participatory approach with the steering and technical committees under the guidance of NCLW; and
- 9) Finalize and submit the M&E framework based on 1-day consultation with steering /technical committees.
- 10) Take part in 1-2 meetings

The consultancy will be carried out over a [period of 2 weeks and is expected to begin in early July until end of August 2018 with a proposed timeframe as follows:

- 1) Consultation with steering/technical committees: (week 1)
- 2) Desk review :(week 2)
- 3) Identification of indicators: (week 4)
- 4) Elaboration of indicators + means of verification + responsible parties: (week 6)
- 5) Identification of baselines + targets: (week 7)
- 6) Presentation of work achieved to the steering /technical committee/ feedback and revisions: (week 7)
- 7) Finalization of M&E plan: (week 8)

IV. FINAL DELIVERABLES

Under the overall guidance and direct supervision of the National Director , the Project Manager and the Steering committee on 1325 head and in consultation with UNFPA, the expert will be required to deliver the following:

- Deliverable 1: Interventions rephrased if need be and aligned with the indicators.
- Deliverable 2: M&E Framework for the WPS NAP, including indicators, baselines, targets, means of verification, responsible parties and definition for each indicator.
- Deliverable 3: Tools for data collection and data reporting
- Deliverable 4: M&E plan with frequency, periodicity, and timeline
- Deliverable 5: 1 progress report and 1 final report in Arabic.

V. NCLW CONTRIBUTION

To facilitate the work of the expert, NCLW will be providing the following:

- Draft of the WPS NAP + main consolidated interventions
- Pertinent reports including previous CEDAW reports
- National women strategy and action plans and their yearly monitoring reports
- Work space for the expert if need be
- Support in organizing meetings if need be.

VI. REQUIRED QUALIFICATIONS

Education	Master's degree in Social Sciences, Women/Gender Studies, Development Studies, or equivalent work experience.
Experience	<ul style="list-style-type: none"> • At least 6 years of increasingly responsible experience in data analysis and monitoring with focus on gender/development/human rights related work. • At least 4 years experience in research (both qualitative and quantitative). • Experience in strategic analysis and report writing outputs identification and M&E development. • Experience in developing M&E tools and templates and training practitioners on their use. • Familiarity with governmental and non-governmental entities in Lebanon is essential. • Proven experience in developing gender-responsive evaluations. • Familiarity with UN work is desirable.
Competencies	<ul style="list-style-type: none"> • Demonstrated knowledge and experience in gender audits • Strong communication skills in English and Arabic (oral and written); • Ability to work under pressure and to deliver on time; • Working in teams • Communicating information and ideas • Job knowledge/technical expertise • Results orientation/Commitment to excellence
Language requirements	Fluency and excellent writing skills in Arabic. English is essential.
How to apply	<p>Interested candidates who meet the above qualifications should apply online by providing an updated CV (Word format) detailing work experience that is relevant to the vacancy requirements as indicated in the TORs, above as well as a cover letter clearly explaining why they meet the requirements.</p> <p>The CV+ Cover letter should be submitted to the following email address: info@nclw.org.lb; no later than <u>Monday 2 of July 2018</u> at noon (Lebanon time).</p> <p>Please indicate the following title under subject when submitting applications: "Immediate Recruitment: Individual Consultant to Develop a Monitoring and Evaluation Framework for the National Action Plan on the Implementation of UNSCR 1325 Women Peace and Security - Lebanon"</p> <p>NCLW will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest.</p>