

Terms of Reference

Expert on Project Cycle Management

“Strengthening Women’s Political Participation at local level in Lebanon” Project

National Commission for Lebanese Women (NCLW)

2020-2021

Brief About NCLW

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.

Brief about “Strengthening Women’s Political Participation at local level in Lebanon” Project

NCLW is implementing the “Strengthening Women’s political participation at the local level in Lebanon” project in partnership with GIZ, within the framework of the LEAD programme “Strengthening Women in Decision Making in the Middle East”. The project entails 6 components: the mentoring project, the implementation of recommendations and measures resulting from the Gender audits implemented in two municipalities, the implementation of gender aware projects in municipalities, the creation of a gender platform of Gender Focal Persons on the municipal level, as well as the development of an educational tool gathering key milestones on women’s political participation addressed to youth and informational and communication material production.

Consultancy Purpose

Under the component that entails the implementation of gender aware projects in municipalities, NCLW is seeking to contract an expert on Project Cycle Management to train participants on proposal writing, project management and budgeting and coaching them to improve their skills in writing a project proposal. This activity is addressed to the women municipal council and men (municipal council members or not) and local actors from different municipalities. In addition to that, the recruited expert will follow up with each woman municipal member on the implementation of her micro project based on the agreed

indicators and MOV.

Key Responsibilities

- Organizing workshops for capacity building on: proposal writing, project management and budgeting.
- Preparing pre- and post-tests and making sure to adapt the training for online methodology
- Supporting participants with their proposals and reviewing them in order to send them to NCLW for feedback and approval over a span of 2 days
- Following- up on the implementation of each micro-project.

Key Competencies

- Degree in Management (master degree will be an added value) with a good knowledge in human rights, and development.
- 4- 6 years of professional experience in similar roles, familiarity with governmental and non-governmental entities in Lebanon.
- Extensive experience in project management.
- Substantial experience in capacity building, training session, process of creating projects, budgeting.
- Experience in conducting face to face and online training workshops
- Experience in women empowerment programs/projects
- Fluent in Arabic and English, French is a plus.
- Knowledge and skills in computer usage including word, excel, power point, Zoom, Microsoft teams and social media platforms
- Good organizational skills.

Contract terms

- **Period:** 6 days.
- **Submission Guidelines:** Interested candidates in this position should send their CV along with a cover letter and outline of the methodology to be implemented to info@nclw.gov.lb and include the job title mentioned above in the email subject and cover letter by May 31, 2021. Applications received after the closing date will not be considered.
Only shortlisted candidates will be contacted.