

Terms of reference  
**Expert on Sexual Harassment Policies,**

“Strengthening Women’s political participation at the 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 the 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 2 components: a mentoring project and the implementation of recommendations and measures resulting from the Gender audits implemented in two municipalities by NCLW in 2018-2019.

**Job Purpose**

Under the component related to implementing recommendations of the Gender Audits in 2 municipalities, NCLW is seeking to contract an expert on Sexual Harassment Policies to

develop an anti-sexual harassment and anti-bullying policy for both municipalities of Saida and Jezzine with a clear formal complaints mechanism.

### **Key Responsibilities**

- Carrying out a literature review.
- Conducting focus group discussions with municipal members and employees.
- Conducting interviews with selected members and employees of the two municipalities.
- Drafting an anti-sexual and anti-bullying policy for each municipality
- Presenting the draft policy to NCLW and each municipality
- Finalizing the policies and a mechanism for written complaints that will be communicated internally to the municipal employees and members through a workshop.

### **Key Competencies**

- Master's Degree in social science especially gender studies, or relevant discipline with a good knowledge in Women rights, and development.
- 5- 7 years of professional experience in similar roles, familiarity with governmental and non-governmental entities in Lebanon.
- Extensive experience developing policies.
- Substantial experience in designing mechanisms of reporting.
- Excellent drafting skills.
- Excellent skills to lead focus groups and interviews.
- Ability to work independently and manage multiple responsibilities.
- Excellent oral and written communication skills in English and Arabic.
- Knowledge and skills in computer usage including word, excel, power point, Zoom, Microsoft teams and social media
- Good organizational skills;
- Takes responsibility for own work and delegated project/processes

### Contract Terms

- **Period:** 10 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](mailto:info@nclw.gov.lb) and include the job title mentioned above in the email subject and cover letter by Tuesday 15 December 2020. Applications received after the closing date will not be considered.  
Only shortlisted candidates will be contacted.