

Terms of reference
Quantitative Research Assistant
Women Empowered for Leadership (WE4L)
2018-2020

National Commission for Lebanese Women (NCLW)
In partnership with HIVOS

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 HIVOS

HIVOS Foundation is an International development organization guided by humanist values. Together with local civil society organizations in developing countries, HIVOS wants to contribute to a free, fair and sustainable world. HIVOS is currently conducting “the Women Empowered for Leadership (WE4L) Programme” with different partners.

Brief about the Women Empowered for Leadership (WE4L) Programme

WE4L aims to ensure women have equal opportunities and the capacity to fully participate in political life and decision-making processes, while also creating more public recognition and support for women in leadership positions.

Women Empowered for Leadership (WE4L) uses a combination of advocacy, skills training, knowledge tools and coalition-building. The program works directly with potential women leaders, as well as with political parties, trade unions, civil society organization, the media and the creative sector.

This programme is implemented in 5 countries: Jordan, Lebanon, Malawi, Zambia and Zimbabwe.

General information

Consultancy title	Quantitative Research Assistant
Program	Women Empowered for Leadership (WE4L)
Duty station	NCLW's offices in Baabda and on the field when needed during work days (and weekends when needed)
Reports to	NCLW Projects Coordinator Project steering committee
Duration of the consultancy	May 2019- January 2020

Background

The National Commission for Lebanese women (NCLW) and HIVOS contracted a three-year strategic partnership under the programme "Women Empowered for Leadership (WE4L)".

Under this programme NCLW will be working on achieving the following objectives:

1. The production of a National Gender Equality Indicators Measurement Tool to measure the progress of women situation in Lebanon and to monitor the reality of gender equality in Lebanon based on qualitative and quantitative indicators
2. The creation of an enabling environment for women in primary decision-making circles through the development of gender strategies to be adopted and implemented by 3 political parties and 3 trade unions/ syndicates (or orders) based on an assessment of the gender situation conducted in a participatory approach (participatory Gender Audit/ PGA)
3. The establishment of platforms bringing together women leaders from different fields and young women from different regions, generations, fields, political background. Under this activity linkages of real-world and virtual networks would be created
4. The development and adoption of anti-discrimination policy to be adopted by the ministry of Labor and the Chamber of Commerce
5. The improvement of the image of women as portrayed in Lebanese ads. Under this activity, an anti-discrimination manual will be developed based on consultations with advertisements companies, NGOs, writers and script writers, TV art directors and gender experts. As a result, a curriculum will be developed to be adopted by 3 faculty of arts in three universities as part of their official curriculum

Tasks and responsibilities

The quantitative research assistant will assist the gender expert in implementing a gender measurement tool made up of a number of indicators both quantitative and qualitative that reflects and monitors the reality of gender equality in Lebanon. The quantitative research assistant will work under the direction of the gender expert, and in coordination with Lebanon Support (LS).

She/he will conduct interviews and surveys functions (qualitative and quantitative) and ensure accurate, precise, relevant and compliant information is collected, as requested and needed for high quality analysis purposes. She/he will conduct interviews and surveys upon constructed and defined tools; and make results available for analyzing procedure; count and reconcile data of the interviews in terms of quality and quantity;

Main deliverables

- Conduct interviews and surveys and collect related data results.
- Data-entry in a monitoring and evaluation system and record responses as instructed by the gender expert
- Identify and report problems in obtaining valid data
- Review data obtained for completeness and accuracy
- Maintain records of information obtained during field surveys/interviews
- Report the number of surveys/interviews and data collected and any unusual situation to the gender expert
- Hand over all collected data as per the instructed schedule.
- Follow confidentiality and security procedures and ensure interviewees' consent to confirm responded privacy is protected
- Support the analysis process as requested by the gender expert
- Perform any other related tasks assigned by the gender expert in accordance with the programme objectives.

Required Qualifications

- Several years' experience in a similar field
- Familiarity with governmental and non-governmental entities in Lebanon is a plus
- Able to take initiative in interviews and surveys collection and planning
- Good analytical and reporting skills
- Fluent in Arabic and English, French is a plus
- Computer literate in standard software applications, IT knowledgeable to Microsoft office, Internet browsing and data mining
- Ability to effectively work in partnership on multiple levels and with multiple stakeholders
- Strong communication skills both written and verbal
- Demonstrate the ability to successfully interact with individuals of different cultural backgrounds, which include willingness to try and understand and be tolerant of differing opinions and views
- Ability to work independently and manage multiple responsibilities.

Deadline for applications submission

Deadline: Monday, 13 May 2019

Applications should be sent by email to info@nclw.org.lb with the keyword “Quantitative Research Assistant” included in the subject. Applicants should attach a cover letter and an updated CV.