

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### I. GENERAL INFORMATION

Job Title	<b>Consultant - short term Researcher and report writing</b>
Project	<b>LBN04NCLW</b>
Duty Station	<b>Beirut, Lebanon</b>
Duration of Employment	<b>15 days in August-September 2017</b>

### II. BACKGROUND AND OBJECTIVE

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. NCLW and UNFPA have sustained their collaboration in 2017 to implement all activities agreed upon for 2017 namely (a) Strengthen the institutionalization and operationalization of the National Action Plan related to the national women strategy in Lebanon 2011-2021, (b) support advocacy efforts for promoting legislation towards gender mainstreaming and equality including CEDAW, and c) Enhance institutional capacities on gender mainstreaming.

Within the context of the joint 2017 annual work plan between NCLW and UNFPA, the need of a researcher to compile, and collect the data on the implementation of CEDAW concluding observations has emerged. The compilation and report outcomes are expected to contribute to preparing the grounds for the descriptive report that will be presented by NCLW, and the Lebanese state to the UN CEDAW Committee. The report will consider two main points: (1) resolution 1325 and (2) the capacity-building and training programs for justice system personnel. The report produced will use the data compiled, and collected and will present the steps taken by Lebanon to implement as per article 53 of the Concluding observations on the combined fourth and fifth periodic reports of Lebanon the recommendations contained in paragraphs 12 (f) and 22 (b) :

“Adopt a national action plan to implement Security Council resolution 1325 (2000) on women and peace and security, the participation of women at all stages of peace processes, in line with the Committee’s general recommendation No. 30 (2013) on women in conflict prevention, conflict and post-conflict situations, and seek the support of the international community for the implementation of its obligations.”

“22.The Committee, in line with its general recommendation No. 33 (2015) on women’s access to justice, recommends that the State party:

(b) Take immediate steps, including capacity-building and training programmes for justice system personnel on the Convention and women’s rights, to ensure that religious courts harmonize their norms, procedures and practices with the human rights standards enshrined in the Convention and other international human rights instruments”.

The report need to include all what NCLW has already implemented and performed ( in 2016, with its various partners on UNSCR 1325, CEDAW, and the study on the discriminations in the laws) and make sure to also report on the steps implemented by Ministries and Public administrations as well as CSOs in this regard.

The report will contribute to future CEDAW reports, and guide future revisions of the women strategy.

The consultancy will be undertaken under the direct supervision of NCLW Head of CEDAW committee and in consultation with UNFPA. The consultant will be undertaking his/her tasks as per the description below:

**(a) Undertaking the collection of data required under article 53 of the concluding observations, b) prepare a clear outline to present progress made and remaining challenges c) Write the report in Arabic under the guidance of NCLW head of CEDAW committee.**

### III. METHODOLOGY AND DELIVERABLES

1. Prepare and submit a methodological plan for the consultancy with key milestones and timeline.
2. Collect, Review, classify and describe online and raw data received by NCLW based on outline decided upon with NCLW head of CEDAW committee.
3. Analyze the material collected and their content qualitatively and based on the components of the concluding observations. The analysis should highlight implemented steps and assess gaps and needs remaining.
4. Liaise and closely collaborate with the HEAD of NCLW Cedaw Committee and legal committee.
5. Take part in 1-2 technical meetings by contributing to the dissemination of report findings;
6. Submit draft of Arabic report (based on an outline to be discussed with NCLW head of CEDAW committee);
7. Ensure final report is comprehensive and inclusive of all comments obtained from UNFPA and NCLW.

### IV. FINAL DELIVERABLES

1. The consultant will have to draft a 10 to 15 pages report in Arabic to present to NCLW international Partners.
2. The final report approved by NCLW must be edited by the expert.

### V. SUPPORT PROVIDED BY NCLW

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

- Access to various reference material as part of the desk and literature review
- Facilitate contact with partners if need be;
- Input on the draft report;

### VI. REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> <li>● Advanced University degree in social (Mainly Legal) / development / other related areas with previous work experience and considerable skills in writing official reports.</li> </ul>
Experience and Competencies	<ul style="list-style-type: none"> <li>● Extensive Legal background</li> <li>● Excellent analytical and writing skills</li> <li>● Excellent communication skills</li> <li>● Working in teams</li> <li>● Experience in strategic analysis and report writing</li> <li>● Familiarity with governmental and non-governmental entities in Lebanon is essential</li> <li>● A high level of accuracy and attention to detail;</li> <li>● The capability to work with tight deadlines and plan work; Conflict and self-management</li> </ul>
Language and requirements	<ul style="list-style-type: none"> <li>● Fluency and excellent writing skills <b>in Arabic</b> and English is a must</li> <li>● IT knowledgeable (i.e. Microsoft office programs...)</li> </ul>

- **Interested candidates who meet the above qualifications should apply on line by providing an updated CV 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.**

- The CV+ Cover letter should be submitted to the following email address: [info@nclw.org.lb](mailto:info@nclw.org.lb) no later than 5 Sept 2017 at noon. Please indicate the following title under subject when submitting applications: “Immediate Recruitment: Consultant – short term Researcher and report writing”
- NCLW will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest;