

# NATIONAL COMMISSION FOR LEBANESE WOMEN

## TERMS OF REFERENCE

### I. GENERAL INFORMATION

Consultancy Title	<b>Developing Violence against Women and girls (VAWG) shelters' standards</b>
Project	<b>LBN04NCL</b>
Duty Station	<b>Beirut, Lebanon</b>
Reports to	<b>NCLW Executive Director</b>
Duration of consultancy	<b>3 months</b>

### II. BACKGROUND AND PURPOSE OF CONSULTANCY

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is an official institution affiliated to the Presidency of the Council of Ministers. NCLW was established by law in 1998 to promote women's rights in the Lebanese society and enhance gender mainstreaming in public institutions.

Shelters for survivors of violence are an essential component of a comprehensive and coordinated response to violence against women and girls (VAWG) and serve as an essential social service. This is because shelters provide survivors with the opportunity to distance themselves from abusive relationships and consider their next steps. Notably, shelters are central to the overall protection mechanism offered by the State and non-governmental organizations (NGOs) and their availability, accessibility, affordability and quality of services can also play a vital role in the survivor's journey to safety and empowerment and also aim to raise awareness and effect social change.

NCLW is tasked with promoting gender equality and women's empowerment in Lebanon, as well as mainstreaming gender and mitigating/responding to gender-based violence (GBV); this includes addressing VAWG in all its forms through legal frameworks and policies, including the National Women Strategy (2011-2021), the National Action Plan on Women, Peace and Security (2019-2022) and the National Strategy to Combat Violence against Women and Girls in Lebanon (2019 - 2029). The latter strategy builds upon other national efforts to combat violence against women and girls, including the Law on the Protection of Women and Other Family Members from Domestic Violence (No. 293/2014 of 5/7/2014 as amended by Law 204 of 12/30/2020). The Law and its amendment outline the provision of shelters as a mean to ensure the safety of survivors.

Within Lebanon, all shelters for survivors of violence are run by NGOs. However, the Government of Lebanon, through the Ministry of Social Affairs provides oversight, guidance and follow up to ensure that shelters and other services for survivors are run in a coordinated and survivor-centered manner.

In 2020, UNFPA in close collaboration with NCLW and the Ministry of Social Affairs (MOSA), recruited an expert to conduct a baseline assessment of VAWG shelters in Lebanon. Therefore, the expert consulted with relevant actors and conducted a mapping of VAWG shelters in Lebanon including an analysis of the shelters' availability, accessibility, eligibility, capacities, programmes, and services. The desk review and analysis were guided by international standards as well as national legislations that oversee the establishment of shelters. Building on the evidence-based findings and analysis of how shelters operate in Lebanon, and the policy recommendations provided, in addition to the GBV Standard Operating Procedures (SOPs) developed by MOSA, there is a need to develop Violence against Women and Girls (VAWG) shelters' standards to ensure the quality of services provided by shelters for prevention of and response to any form of sexual and gender-based violence (SGBV), including the provision of shelter.

With this foundation, NCLW seeks technical support through a consultant for developing the VAW shelter standards in Lebanon based on the findings of the shelters' assessment (mentioned earlier) and carried out in coordination with the Ministry of Social Affairs, the United Nations Population Fund (UNFPA), and the UN Economic and Social Commission for Western Asia (ESCWA). The VAWG shelters' standards in Lebanon must also take into account the case management SOPs developed by MOSA in partnership with ABAAD, as well as the SOPs developed for the humanitarian sector response both at national and regional levels.

Accordingly, the objective of this consultancy is to develop VAW shelter SOPs, to be validated by and finalized in collaboration with national stakeholders in Lebanon, namely the Ministry of Social Affairs.

### **III. SCOPE OF WORK: (Description of services, activities, or outputs)**

Based on the above and under the overall guidance of NCLW and in close collaboration with UNFPA and ESCWA focal points, the consultant will be undertaking the following duties:

- Carry out an inception meeting with NCLW, UNFPA and ESCWA to ensure clear understanding of the TOR and the expected outcomes and deliverables.
- Conduct a desk review of: a) the National Women's Strategy and its action plans and yearly monitoring reports, b) the VAW Strategy and its action plan, c) the Women, Peace and Security NAP, d) the mapping/assessment of the shelters in Lebanon as well as e) relevant national/regional reports and documents issued by governmental and non-governmental organizations, donors, INGOs and UN.
- Prepare an inception report outlining the methodology to be used for drafting the VAWG shelters' standards and guidelines
- Revise the inception report based on input received from NCLW, UNFPA, ESCWA and notably MOSA.
- Map existing shelters' standards and guidelines in Lebanon and the Arab region on the prevention of and response to SGBV (in humanitarian and non-humanitarian contexts).
- Conduct 10 Key Informant Interviews with selected key stakeholders, MOSA and service providers to learn about the gaps and opportunities in shelter service provision in Lebanon.
- Drawing from the analysis of existing shelters' standards and SOPs in Lebanon and the Arab region on the prevention of and response to GBV (in humanitarian and non-

humanitarian contexts, draft shelters' standards to ensure quality of the services provided, in line with SOPs previously developed by MOSA outlining the definitions, principles, standards, procedures, roles and responsibilities within the national response for shelter provision in Lebanon.

- Revise Arabic shelters standards based on the input of national relevant stakeholders after organizing a national workshop to present, discuss and validate shelters' standards, guidelines, procedures and criteria to contribute in a participatory approach to a better elaboration of the shelters' standards.
- Revise Arabic shelters standards based on input received from NCLW, UNFPA, ESCWA and notably MOSA.
- Validate the shelters standards in a meeting with relevant stakeholders and provide a finalized version

#### **IV. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY, FORMAT AND DEADLINE**

Deliverables to be submitted in Arabic

Milestone	Deliverables	Timeline	Payment
<ul style="list-style-type: none"> <li>• Develop a framework or guiding principles for developing the shelters' standards in the form of an inception report outlining the key expected outcomes and the methodology to be used</li> </ul>	<ul style="list-style-type: none"> <li>• Framework for developing the shelters' standards</li> </ul>	<ul style="list-style-type: none"> <li>• Week 2</li> </ul>	20% of overall amount
<ul style="list-style-type: none"> <li>• Conduct a mapping and existing legislation, SOPs, shelters' standards and criteria in Lebanon and the Arab region</li> </ul>	<ul style="list-style-type: none"> <li>• Framework for developing the shelters' standards</li> </ul>	<ul style="list-style-type: none"> <li>• Week 4</li> </ul>	

<p>on the prevention of and response to GBV</p> <ul style="list-style-type: none"> <li>• Conduct interviews with selected key stakeholders, MOSA and service providers</li> <li>• Draft shelters' standards</li> <li>• Finalize and validate shelters' standards based on feedback and input received</li> </ul>	<ul style="list-style-type: none"> <li>• Findings' analysis</li> <li>• Draft shelters' standards</li> <li>• Final shelters' standards</li> </ul>	<ul style="list-style-type: none"> <li>• Week 7</li> <li>• Week 9</li> <li>• Week 12</li> </ul>	<p>30% of overall amount</p> <p>50% of overall amount</p>
--	--	---	---

The Consultant will work under the overall guidance of NCLW and in close cooperation with MOSA and NCLW will ensure support as follows:

- Coordinate with MOSA
- Provide consultant with needed reference documents
- Coordinate with national relevant stakeholders and follow up with the key stakeholders for main consultations and workshops. The national workshop will be organized by NCLW and facilitated by the expert.
- Ensure all logistical preparations for consultations are met and provided.

## V. REQUIRED QUALIFICATIONS

Required expertise, qualifications and competencies, including language requirements:

**The Consultant should fulfill the following requirements:**

- A. Education:** Master's degree in Social Sciences, Public Health, Gender Studies, Development Studies, or another relevant field.
- B. Experience:**
- A minimum of 7 years of progressively responsible professional experience in research.
  - Strong understanding of GBV and VAWG programming and principles.

- Proven experience in developing standards/criteria/SOPs/guidelines/directives for national institutions or systems is required.
- In-depth knowledge of GBV services, particularly shelter, in Lebanon is an asset.
- Familiarity with governmental and non-governmental entities in Lebanon is essential.
- Demonstrated organizational skills, including the ability to work independently and productively, with multiple stakeholders in a fast-paced environment.
- Strong writing and communication skills.

**Language and other skills:** Fluency (reading, writing, communicating and understanding) in Arabic is required; fluency in English is desirable.

## **VI. Application process and deadline**

Interested consultants must submit the following documents/information to demonstrate their qualifications:

- A cover letter explaining your suitability for the work and previous work portfolio, and ability to meet the requirements
- Updated and relevant Personal CV
- A financial proposal in US dollars

The above-mentioned documents should be submitted together by October 8, 2021 COB through the email link [info@nclw.gov.lb](mailto:info@nclw.gov.lb); **specifying in the subject:**

**Technical expertise to develop Violence against Women and Girls (VAWG) shelters' Standards, NCLW/UNFPA**

**Incomplete submission can be a ground for disqualification.**