



75 YEARS
1939
2014

Terms of Reference Experience Sharing Seminar

- A. Post Title:** Facilitator
- B. Location:** Beirut, Lebanon
- C. Reference to the Project:** Women Can Do It - WCDI
- D. Date of the Experience Sharing Seminar :** December 11th, 2014

E. Background of NPA:

Norwegian People's Aid – Lebanon (NPA) started its work in Lebanon after the Israeli invasion in 1982. NPA was legalized in Lebanon in 1990 as a branch of an international NGO through the presidential decree number 829/1990. The majority of NPA's projects in Lebanon are funded by Norwegian MFA.

NPA-Lebanon works on:

1. Supporting Lebanese and Palestinian actors working on Palestinian rights.
2. Supporting actors working on women's rights.
3. Supporting actors working on democratization in Lebanon and in the Palestinian community.
4. Supporting actors working on emergency preparedness, response and humanitarian aid including health and disability.
5. Supporting actors working on youth empowerment.

F. Background of the Women Can Do It Project:

Women Can Do It (WCDI) is a collaboration program between the Norwegian Labour Party's Women Network, Norwegian People's Aid (NPA) and local partner organizations. Since 2001, the WCDI program has been implemented into around 24 countries in Central East Europe, Latin America, Africa, and Asia, including in the Middle East.

The project is based on the manual "Women Can Do It" which was produced by the Women Network in Norway in the 1980s. The manual has been translated into more than 20 languages, including in Arabic. Local manuals have also been produced in different countries.

Within its design, this program strongly challenges the dynamics of male dominated culture. Because women represent half of the society, it is their right and their duty to be equally part of this society. Currently, women are systematically underrepresented in decision-making positions in Lebanon and in the Palestinian community in Lebanon. The goals of the project are to empower, motivate and encourage the leaders/members of

NGOs, women's organizations and women groups in Lebanon, including the Palestinian community in Lebanon in order to increase women's participation in society, especially in politics.

G. Objective of the Experience Sharing Seminar:

Facilitate the seminar for:

A group of around 25 women involved in the Women Can Do It project from:

- Norwegian People's Aid
- Partner organizations.

The main objectives of the seminar are:

- To conduct self-review assessment for the goals, activities and structure of the WCDI project in the previous three years.
- To share experiences among the WCDI trainers, members of the WCDI steering committee and the NPA Human Rights Program Coordinator.
- To develop a WCDI project plan for the next three years.

I. Duties and Responsibilities:

In order to achieve the aforementioned objectives, the contracted facilitator should:

- Read, analyze and evaluate all necessary documents related the Women Can Do It project such as: final report 2010 – 2013 and proposal of 2014 - 2017 which were submitted to the donor (Fagforbundet), WCDI manual, the two previous experience sharing seminar's reports and the three TOTs reports.
- Draft the final program for the experience sharing seminar, working methods, handout and evaluation forms which will be discussed with NPA's Project coordinator and the Programs Manager.
- Advise on background materials to be distributed.
- Develop the list of equipment and materials which is necessary for carrying out the seminar.
- Facilitate the experience sharing seminar based on gender perspectives.
- Be knowledgeable of the Lebanese and Palestinian context.
- Be knowledgeable of the extent of Palestinian and Lebanese women's participation in politics and public sphere.
- Write and submit the final report on the experience sharing seminar within a period not exceeding 15 days.
- The facilitator should cooperate with the Human Rights and Advocacy Coordinator in the preparation and the implementation of the experience sharing seminar

H. Key deliverables:

No.	Deliverables	Deadline
1.	The experience sharing seminar programme and background materials submission	December 5, 2014
2.	Facilitate the experience sharing seminar	December 11, 2014
3.	Final report submitted	December 27, 2014

I. Final Report:

The Report shall be sent in English. It shall include the following:

- Brief presentation of the experience sharing seminar content and applied methods, including the most important, attractive ideas of participants on the discussed subjects;
- Conclusions and recommendations based on lessons learned for future interventions;
- The delivered materials;
- Best practices and success stories;
- Other relevant materials.

J. Methodology:

- **Participants:** Around 25 Palestinian and Lebanese women who are involved in WCDI project such as: members of the WCDI Steering Committee, directors of NPA partners in WCDI project, WCDI trainers. Participants age between 25 to 55 years old.
- **Logistics and equipment:** NPA Project team will provide all necessary equipment: projector, flipchart, office supplies and other materials at the request of the contract facilitator in order to ensure efficient completion of the program experience sharing seminar.
- **Working language:** Working language of the training is Arabic. However, the report should be in English.
- **Financial arrangements:** Payment will be disbursed in one installment upon satisfactory submission and approval of deliverables and certification by Program Coordinator.

K. Application procedures:

Persons interested in applying should send their CVs, a draft program and a cover letter with the amount requested to hania@npaid.org; haifaj@npaid.org and adminl@npaid.org by the 20th of November 2014. Only shortlisted candidates will be contacted.