

Terms of References

CSO (Civil Society Organization) training expert – Integrating Gender into Lebanese Institutions (IGLI)

Background

Oxfam in Lebanon (OIL) has been delivering programmes and creating an impact in Lebanon continuously since its inception in 1993. With three offices in Beirut, Zahle and Tripoli and programmes all across the country, Oxfam in Lebanon is active in the sectors of Inclusive Economic Development, Humanitarian Response and Resilience, and Good Governance, with Gender Justice as well as climate justice as a cross-cutting priority. In addition, its Policy, Advocacy, and Influencing work is based on programme evidence and continuous political economy analyses, and tackles key issues related to inequality, poverty and rights in its engagement with external and internal stakeholders.

As part of OIL's commitment to the feminist approach and advancing the gender justice agenda through humanitarian, economic justice, and governance work, OIL has been leading on gender-transformative programming to contribute to the transformation of gender dynamics, enabling the voices of women and marginalized groups, and promoting their economic empowerment and civic participation.

Integrating Gender into Lebanese Institutions (IGLI) is an initiative implemented by Oxfam, in support and coordination with UNDP, to strengthen the institutional mechanisms and policies for improving and promoting gender equality and the empowerment of women and girls. IGLI seeks to support national institutions and LCRP partners to improve their capacities for reviewing, developing, promoting, and implement gender sensitive policies, strategies, projects and programmes.

In Lebanon, as is the case around the world, women's organizations are often the first and most active responders to their communities' needs in times of crisis. They play a critical role in delivering interventions that are conscious of the distinct needs of women and girls and provide life-saving services. Their work supports women in building leadership and challenging harmful social norms and practices. They facilitate women's entry to the labour market and offer opportunities for strengthened knowledge and skills. They are instrumental in ensuring women and their communities have access to information about services and in raising awareness about their rights, while amplifying their voices in key decision-making spaces. In fact, women and girls are disproportionately affected by crises, during which patriarchal social norms and gendered inequalities are exacerbated, and gender-based violence and exploitation rise exponentially.

Objective of the consultancy

This project seeks to support the targeted organizations in identifying their capacity gaps and needs through a self-assessment to be able to deliver capacity building programs that help them enhance their capacities and skills.

To this end, OiL is seeking to hire a consultant who will identify the capacity needs and gaps of targeted organizations using Oxfam's Capacity Assessment Tool for Gender Just Organizations (CAT4GJO), develop a training curriculum based on materials available to OiL and those developed under similar projects, and conduct capacity-sharing sessions for the targeted WOs and WROs on the identified capacity gap, and on feminist research.

Expected tasks

The consultant is expected to perform the following tasks:

Assessment and Identification

- Utilize a compact version of Oxfam's Capacity Assessment Tool for Gender Just Organizations (CAT4GJO) to identify capacity needs and gaps for targeted organizations.
- Facilitate self-assessments for organizations to reflect on their internal procedures and regulations.
- Evaluate the organizations across key domains:
 1. Women's transformative leadership,
 2. Gender-just structures and processes,
 3. Organizational agility, inclusiveness, and sustainability,
 4. Strategic gender justice relationships and linkages,
 5. Transformative gender-just programming and advocacy,
 6. Safeguarding
- Reach out to the 20 organizations to gather information on their previous and ongoing research efforts for incorporation into the training.

Collaboration and Prioritization

- Collaborate with UNDP and OiL to determine priority areas for capacity building based on self-assessments and UNDP's priority areas. Such as: MEAL, Funding and compliance, procurement and minimum gender standards etc...
- Focus on technical and organizational topics, including project design, proposal development, integrating gender into projects, strategic planning at organizational and project levels, key funding rules, regulations, and fundraising strategies.

Curriculum Development

- For the identified priority area for capacity building, develop a comprehensive training curriculum based on materials available to OiL and those developed under similar projects.
- For the feminist research training, collaborate with OiL’s MEAL and Policy teams to build on existing feminist research materials and the research provided by the CSOs.
- Develop a comprehensive training curriculum on feminist research tailored to the context of the organizations, focusing on feminist research methodologies, ensuring active participation of women, girls, and gender minorities throughout the research stages, understanding and addressing diversified challenges and needs of different groups, promoting inclusion, participation, and action, confronting underlying causes of gender injustice and researchers' assumptions, addressing gender data collection, power analysis, interpretation, and producing feminist narratives.

Capacity Sharing and Training

- Lead five capacity-sharing sessions for 20 organizations, each lasting three days with approximately 20 participants. 2 days for the identified priority areas based on the CAT tool, and one for the training on feminist research.
- Incorporate pre- and post-tests using MEAL tools to evaluate knowledge enhancement and organizational development.

Follow-Up and Support

- Provide ongoing support and additional information to organizations on the covered topics beyond the initial trainings.
- Supply organizations with resources for further capacity building, such as the E-Learning platform and self-learning modules developed under WWL.

Timeline

The expert is expected to deliver these tasks within 2 months spanning from mid-August 2024 until mid-November 2024, based on this timeline:

Activity	Timeline
Submit an inception report	September 2024 (Week 1)
Self-assessment/prioritization of organizational capacity needs	September (Week 2-3)
Compile research from CSOs	September (Week 2-3)
Create a training curriculum	From 3 rd week of September 2024 till 1 st week of October 2024
Hold five 3-day training workshops for 20 CSOs	Between October 2024 (Week 2) and Nov 2024 (Week 1)

Provide continued follow up and support	Throughout the consultancy
Submit a final report	2 weeks after the last training (Mid-November 2024)

Qualifications of the consultant

- ✓ A prior experience in organizational capacity assessment and development, preferably with community-based or women's rights organizations, with a strong knowledge and understanding of gender-just organizational development.
- ✓ A prior experience in feminist research methodologies and tools.
- ✓ Experience in developing comprehensive training curriculums and delivering training sessions.
- ✓ Mentorship and Facilitation Skills to provide ongoing guidance and support to participants.
- ✓ Excellent written and verbal communication skills to effectively deliver workshop content, conduct trainings, and create reports.
- ✓ A demonstrated commitment to feminist principles and approaches
- ✓ Familiarity with Oxfam's work or other international NGOs will be an advantage
- ✓ Fluent in spoken and written English and Arabic

Management of the assignment

The administration of this assignment will be managed by Oxfam.

Expression of Interest (EOI)

Interested consultants should submit:

- A CV of the consultant
- A short document which includes a detailed methodology and a workplan for the assignment;
- A financial proposal detailing all costs associated with the assignment;
- Registration and official government documents, if applicable. Noting that 8.5% will be deducted from the total amount if not registered.

Oxfam International in Lebanon reserves the right to reject any and all bids, including the Bidding processes, or not to award the contract at any time, without thereby incurring and liability to the affected Bidders.

Please submit the full application documents (as mentioned above) to lebanonprocurement@oxfam.org.uk by August 4th, 2024 midnight mentioning "CSO training expert" in the Subject line.