

## Terms of References

### CSO (Civil Society Organization) 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.

OIL is currently collaborating with UNDP under the "Integrating Gender into Lebanese Institutions (IGLI)" initiative which aims 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 create opportunities for collaboration and linkages between Local and Women grassroots organizations (LWGO) and the actors working in the humanitarian and stabilization sectors by facilitating access to relevant coordination mechanisms and platforms. Additionally, support will be provided to facilitate the engagement of targeted LWGOs with national institutions and decision-makers to ensure women's priorities and demands are valued and responded to and actions are accounted for. Finally, collaboration will be established among LWGOs to strengthen cross-learning, joint initiatives, and bargaining power.

To this end, OiL is seeking to hire a CSO expert with experience in networking and organizational development to the mentioned groups and enable their access to existing humanitarian and stabilization platforms in Lebanon. The consultant has to provide information on how these different platforms operate including the different structures, functions, stakeholders, relevant guidelines, and potential opportunities for engagement and collaboration. The expert will act as a catalyst for cross-organizational collaboration, fostering the exchange of best practices, development of joint initiatives, and increased bargaining power.

## Expected tasks

The consultant is expected to perform the following tasks over a period of 4 months, starting August 2024 and ending by the end of November 2024:

### 1. Mapping and outreach:

Support the project team in mapping and creating a list of 20 organizations that are willing and are motivated to join this project, by compiling existing national mappings and assessments, consulting with existing forums and platforms, including the Gender, GBV, and SGBV working groups, and the feminist platform which includes very diverse and representative groups, such as women activists, people with diverse SOGIESC, women refugees, etc. Consultations will extend also to Oxfam's partners under different projects, specifically WROs Oxfam is working with under the WV and Masarouna projects who have an extensive knowledge and mappings of existing formal and informal groups in the field of women's rights.

### 2. Capacity Building and Access Facilitation:

- **Mentorship:** Provide ongoing mentoring, daily follow up and support to the selected 20 organizations throughout the project lifetime.
- **Information Provision:** Offer information sessions and resources on:
  - Accessing humanitarian and stabilization platforms in Lebanon
  - Structures and functions of these platforms
  - Stakeholders involved in the platforms

- Relevant guidelines for engagement
- Potential collaboration opportunities
- **Workshop Design and Delivery:** (in collaboration with OiL and UNDP)
  - Design a two-day workshop focusing on:
    - Coordination mechanisms and stabilization platforms
    - Access to key spaces for women's organizations
    - Meaningful engagement with LCRP sectors (at least 3)
  - Deliver the workshop three times in different locations for wider reach.
  - Facilitate networking and encourage coordination among participating organizations.

### 3. Collaboration Facilitation:

- **Facilitate Collaboration:** Foster collaboration among the 20 organizations to strengthen:
  - Cross-learning (sharing best practices)
  - Joint initiatives (working together on projects)
  - Bargaining power (collective voice and advocacy)
- **Identify Collaboration Opportunities:** Help participating organizations identify potential areas for collaboration based on shared interests.
- **Bilateral Meetings:** Conduct individual meetings with each organization following the workshops.
  - Address any remaining questions about working groups or platforms.
  - Discuss organization interest in coordination or joining specific platforms.

### 4. Networking and Communication:

- **Facilitate Networking:** Create opportunities for network building among participating organizations during workshops and beyond.
- **Communication Support:** Assist organizations in effectively communicating their work, interests, and needs with each other.

**Overall, the CSO expert acts as a mentor, facilitator, and resource person, empowering and supporting women's organizations to navigate the humanitarian landscape in Lebanon, collaborate effectively, and increase their impact.**

**The expert is expected to perform the daily administrative work, to report often to the OiL offices and to work closely with the OiL project team.**

## Timeline

The expert is expected to deliver these tasks within a period of 4 months spanning from the beginning of August 2024 until the end of November 2024, based on this timeline:

Activity	Timeline
Mapping and selection of 20 organizations	Aug 2024 (Week 1-2)
Designing a two-day workshop	Aug 2024 (Week 1-2)
Delivering the workshop three times in different locations	Between Sep 2024 and Oct 2024
Bi-lateral meetings with each organization after the workshop	After each workshop (Between Sep 2024 and Oct 2024)
Continued networking and support	Sep 2024 – Nov 2024
Final report on progress, status, outcomes and deliverables	Nov 2024

### Qualifications of the consultants

- ✓ A prior experience in Outreach, Networking, and Organizational Capacity Building
- ✓ A deep understanding of the humanitarian landscape in Lebanon, including the different platforms, structures, working groups, and stakeholders involved is crucial.
- ✓ Prior experience in Mentorship, workshop design, and Facilitation Skills to provide ongoing guidance, support, and encourage collaboration among participating organizations.
- ✓ Excellent written and verbal communication skills to effectively deliver workshop content, conduct meetings, and create reports.
- ✓ Prior experience with feminist and women rights' organizations
- ✓ 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 cover letter highlighting experience and fit to project tasks
- A short document which includes a detailed methodology
- A financial proposal detailing all costs associated with the assignment (Monthly fees for 4 months)
- Registration and official government documents, if applicable. Noting that 8.5% will be deducted from the total amount if not registered.

Oxfam 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](mailto:lebanonprocurement@oxfam.org.uk) ccing rdiab@oxfam.org.uk by July 31<sup>st</sup>, 2024 midnight mentioning "CSO expert " in the Subject line.