

JOB DESCRIPTION

BASELINE CONSULTANT

I. General information

Project name:	Women Empowerment Hub in Lebanon (WE HUB)
Donor:	European Union
Implementing agency:	Expertise France
Duration of the assignment:	2 months for baseline study,
Contract type:	Short-Term Consultancy
Assignment location:	Beirut, Lebanon
Job title:	Baseline Consultant

II. Background

The 2021 Joint Communication on a “Renewed partnership with the Southern Neighborhood - A new Agenda for the Mediterranean” underlines the importance to give special attention to the promotion of the role of women in society and the economy as part of a renewed commitment to the rule of law, human and fundamental rights, equality, democracy and good governance. In line with EU external and internal policy areas set under the Gender Action Plan (GAP) III which scales up the EU contribution to reach SDG 52 in all EU internal and external policy areas and across the 2030 Agenda, the European Commission has adopted in 2022 the Action “**Women Empowerment Hub in Lebanon (WE HUB)**” financed under the Neighborhood, Development and International Cooperation Instrument (NDICI-Global Europe).

The specific objectives of the project are:

SO1. Increase women’s leadership and participation in political and public sphere.

SO2. Foster an enabling environment for better engagement of women in the workforce.

SO3. Enhance key legislative reform and measures that protect women from all forms of violence.

The **expected results** of the action are as follows:

Under SO1:

- Women feel more empowered to engage in political life.
- Women are more visible in public space. They gain competencies, networks, confidence and legitimacy.
- Policy dialogue at national level is enhanced and the political and legislative framework is more compliant with gender equality.

Under SO2:

- Women and civil society are better equipped to address discriminatory social norms and gender stereotypes.
- Policies stemming from evidence-based information and recommendations to combat gender discrimination and inequalities are adopted by different stakeholders on a systemic level.

- More women can access employment and entrepreneurship opportunities, in non-traditional and unconventional sectors.

Under SO3:

- Actors in the line of protection offer better services to GBV survivors and their coordination with NGOs is enhanced.
- The access to justice of GBV survivors is enhanced.
- The existing legal framework for protection of women from violence is more enforced.

WE-HUB Project will be implemented by Expertise France and GIZ as follows:

Expertise France will be in charge of components 1 and 3 and responsible for the overall coordination of the project and donor reporting. will be in charge of component 2.

III. Objective of the Consultancy

The objective of the consultancy is to conduct a comprehensive baseline study to measure the impact and effectiveness of the WE HUB project. The study will provide crucial data to guide project implementation, monitoring, and evaluation. The findings and recommendations will allow us to adapt implementation methodologies according to the findings, challenges and or gaps gathered and compare results with endline study to effectively measure the impact of the project.

Baseline Study

Purpose: To understand the starting conditions of the project and establish initial data on key indicators.

Tasks:

1. **Context Analysis:** Review the status of women's empowerment in Lebanon.
2. **Adjust Indicators in the log frame:** Define and review key performance indicators (KPIs) at the outcome level to measure project success
3. **Develop Tools:** Create surveys, interviews, and other tools for data collection.
4. **Collect Data:** Visit project sites, talk to beneficiaries and stakeholders, and gather information.
5. **Analyze Data:** Assess the collected data to establish baseline values for each indicator.
6. **Report Findings:** Compile a report detailing the baseline data (Including baseline values for each indicator), methodologies used, and initial recommendations.

These studies will provide essential data to track the project's progress, measure its impact, and inform future efforts to empower women in Lebanon.

IV. Scope of Work

Phase I: Baseline Study (2 months)

1. Preparation and Planning:

- Review project documents and relevant literature.
- Develop a detailed work plan and timeline for the baseline study (share with MEAL Officer)
- Design baseline study methodology, including sampling techniques and data collection tools.

2. Data Collection:

- Conduct field visits and surveys with project beneficiaries and stakeholders.
- Use qualitative and quantitative methods to gather data on project indicators.

3. Analysis and Reporting:

- Analyze collected data to establish baseline values for project indicators.

- Draft a comprehensive baseline report including methodology, findings, and recommendations

V. Deliverables

1. Baseline Study Report:

- Detailed methodology and work plan.
- Data collection tools (interview guide, surveys, recordings, photos, etc...)
- and instruments (Log frame, IPTT indicator performance tracking table, etc...)
- Comprehensive analysis of baseline data.
- Recommendations for project implementation.

VI. Coordination and Reporting

The consultant will work closely with the MEAL Officer and the Components Coordinator to ensure the baseline study is aligned with project goals and standards. Here's how coordination and reporting will be managed:

Coordination

1. Initial Briefing:

- **Kick-Off Meeting:** Attend an initial meeting with the MEAL Officer and project Components Coordinator to discuss the consultancy's objectives, scope, and expectations.
- **Project Overview:** Receive a detailed introduction to the WE HUB project, including its objectives, components, stakeholders, and existing M&E frameworks.
- Meet with EF MEAL HQ to ensure compliance in the MEAL system with EF and EU

2. Collaboration with Stakeholders:

- **Engagement:** Work with project beneficiaries, local partners, and government agencies to ensure thorough data collection and stakeholder support.

Reporting

1. Final Reports:

- **Final Baseline Report:** After incorporating feedback, submit the final baseline report with detailed methodology, data analysis, findings, and recommendations.

Documentation and Compliance

1. Data Management:

- **Data Security:** Ensure all data is securely stored.
- **Data Sharing:** Regularly share updates and datasets with the MEAL Officer and project team leader.

2. Compliance with Standards:

- **EU Standards:** Ensure all reports and activities comply with the European Union's M&E standards.
- **Expertise France Standards:** Adhere to Expertise France's guidelines and frameworks for M&E practices.

VII. Qualifications and Experience

- Advanced degree in social sciences, gender studies, development studies, or related field.
- Proven experience in conducting baseline study, preferably in gender-focused projects.
- Strong analytical and report-writing skills.

- Familiarity with EU and Expertise France M&E standards. (Preferred)
- Excellent communication, public relations and interpersonal skills.

VIII. Application process

Interested candidates should submit the following:

- Filled and signed copy of the application form
- Copy of the MOF number certificate
- Signed copy of the terms of reference

Technical Offer:

- A maximum of 3 pages
- Proposed methodology for the baseline study
- Resume (for all experts, if applying as a team)
- Description of similar previous experience

Financial Offer:

- Daily rate
- Expected number of days
- Maximum budget (20,000 EUR)

Please submit your application in English to lebanon.procurement@expertisefrance.fr with the subject line: **Baseline Consultant – WE HUB**.

Note: The applicant must be an Arabic speaker.

The deadline for application is 30 June 2024