



EuroMed Feminist Initiative
المبادرة النسوية الأورومتوسطية
Initiative Féministe EuroMed

Terms of Reference

Project Officer in Lebanon

EuroMed Feminist Initiative - EFI

About Us

EuroMed Feminist Initiative (EFI) is a policy network that provides expertise in the field of gender equality, democracy building and citizenship, and advocates for political solutions to all conflicts, and peoples' rights to self-determination. EFI encompasses women's rights organizations from the two shores of the Mediterranean and seeks to correct the gender power imbalances through ending discrimination and oppression of women and bringing about positive change for the whole society. EFI Headquarters are in Paris, with offices in Amman, Beirut and Erbil. You can visit our website to know more about our work: www.efi-ife.org

On September 1st 2018, EFI started implementing a multi-country project "Strengthening access to protection, participation and services for women refugees, IDPs and host communities", funded by the EU Regional Trust Fund in Response to the Syrian Crisis – MADAD. The overall objective is to improve the livelihood, agency and legal and social protection for Syrian women refugees, IDPs and host communities in the region in Lebanon, Iraq/Kurdistan Region – Iraq (KR-I) and Jordan.

In Lebanon EFI partners are Care International, Lebanese Democratic Women Gathering and Legal Action Worldwide. The specific objectives are to enhance security and resilience for Syrian women refugees and women from host communities through supporting and coordinating comprehensive and structured services and referral mechanisms as well as supporting gender sensitizing of policy frameworks and legislation.

For this project, EFI is looking for a qualified **Project Officer based in Beirut**.

The Overall Responsibility as a Project Officer is:

- To follow up and coordinate activities; support the follow up on projects and reports with members of consortium; maintain relations with partners; program administration and archiving, supporting the reporting and monitoring and evaluation (M&E).
- To contribute to elaborating EFI's project activities and identifying opportunities that would support the achievement of EFI's goals and vision and particularly MADAD's objectives.

We seek a person who:

- Engages with Country Team and consortium members and other counterparts to ensure successful implementation of MADAD project.
- Works with local structures to foster knowledge and practices taking forward the Regional Development and Protection Programmes among refugees and host community.
- Utilizes project action plan and EU Regional Trust Fund in Response to the Syrian Crisis – MADAD M&E tools to follow on set targets and timelines of reporting and documentation;

ensures M&E, accountability and learning frameworks in place and fully functional through field visit, discussion sessions.

- Leads the base line survey, project assessments, designs and weekly/monthly planning and review meetings.
- Prepares and submits timely and quality weekly, monthly, quarterly, annual and other relevant reports as per the requirements of EU Regional Trust Fund in Response to the Syrian Crisis – MADAD.
- Disseminates the relevant information to consortium members and relevant stakeholders for necessary action.
- Ensures organized schedule and proper preparation for capacity building activities such as training and awareness session; initiates and follows up necessary actions.
- Oversees and monitors the delivery and distribution of visibility materials or capacity support such as tool kits in order to reach targeted audience; works in collaboration with Program Team within region and Communication Officer on design, content and packaging suitable to local context and EU requirements.
- Ensures the preparation, consultation, visibility materials are well defined prior to launching of project with specified time lines and action points.
- Follows up on partners' activities and projects and provides relevant and adequate technical assistance.
- Follows up and monitors project budget specifically for operation lines; works closely with Communication Officer, Finance Team and Logistics Team in respect of IFE-EFI main framework such as procurement, ethical guidelines and anti-corruption policy.
- Learns best practice with partners and other Program Team within the region and shares relevant information with them; on request, represents IFE-EFI at seminars, conferences, meeting and other events and acts as a spokesperson.
- Takes part of regular staff meeting and completes the weekly task report to be in line with performance management; contributes to data and records collection for the audit process.

Team Collaboration:

This position reports directly to EFI's Country Director who is based in Beirut.

Close collaboration with Communication and Visibility Officer who is based in Beirut.

Regular contact with members of consortium.

Job requirement:

- University degree in social sciences or development studies or peace and conflict. Relevant courses related to gender studies, conflict management, advocacy, project cycle management.
- Excellent written and oral communication in English and Arabic is essential. French language is desirable.
- Excellent Microsoft Office application.

- A minimum of four years of relevant work experience within development field such as refugees, GBV, C&V with NGO, University, donor institution is required.

Skills-set:

- Proven experience in project design, implementation and evaluation.
- Awareness of and sensitive to working in multiple socio-economic settings and with multi-cultural groups.
- Ability to work closely and establish positive relationships with local structure and to engage with various stakeholders.
- Capacity to carry out successful baseline survey, outreach and use M&E tools.
- Knowledge of women's rights, international law, including human rights, humanitarian law, criminal law and regional and international human rights mechanisms.

Competencies:

- Ability to take initiative, work with minimum supervision.
- Energetic and positive attitude with strong interpersonal and intrapersonal skills.
- Flexibility and team approach to programmatic work.
- Analytical and problem-solving approach.
- Willingness to use initiative, work independently and think creatively.
- Ability to multi-task effectively, including having excellent planning, organizational skills, and the ability to work under pressure.
- Communicates in a clear, precise and structured way, presents effectively.

Useful information:

- This role is open for qualified Lebanese candidates.
- Duty station is in Beirut.
- A fixed-term position with contract length of 12 (twelve) months extendable.

Why should you apply?

- Impact: You will strengthen access to protection, participation and services for women refugees and host communities.
- Meaningful: You will be a part of a key consortium aiming to improve the livelihood, agency and legal and social protection for Syrian women refugees and women in host communities in Lebanon.
- Career: You will be expanding your coordinating and organizational skills by collaborating with EFI's key stakeholders.
- A great place to work: You will work in a dynamic environment with colleagues sharing values to respect human rights of women and men.

How to apply:

Email your brief cover letter and CV to application@efi-ife.org by **29 April 2019**. Please also indicate 'Project Officer Lebanon' as your email subject.