

Job Title: Project Manager – WE HUB project

Duty station: Beirut, Lebanon (EF office)

Duration of assignment: 42 months, starting as soon as possible (January 2024)

Type of contract: Work contract (wage portage)

1. INTRODUCTION

Expertise France (EF) is a public agency created on 1st January 2015 and merging 6 French public agencies under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers programme engineering and technical assistance by developing and implementing international cooperation actions worldwide. EF operates in various fields of development and institutional cooperation including safety and security reform, post-crisis/ stability, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programmes, EF can ensure the cooperation between individuals, teams and institutions with very different statuses, cultures and specialties. Besides, EF has acquired a sound experience in administrative and financial management of large-scale international programmes.

2. CONTEXT & PROJECT 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 overall objective of the action, with a budget of EUR 6,000,000, is to promote the advancement and empowerment of women for effective realisation of gender equality. 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 VGB-survivor 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;

Expertise France recently submitted a proposal to the Delegation of the EU in Lebanon to implement this action under a delegation agreement. 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. GIZ will be in charge of component 2.

2. JOB DESCRIPTION / ASSIGNMENT

Position's Overall Objective and reporting lines

The Project Manager (PM), is responsible and accountable for the coordination of the three components of the action, and for the operational and financial management of the project and overall achievements. The PM will play a key role in ensuring project coherence, alignment with EF's global mandate and objectives, and quality project delivery.

He/she manages the project team and experts, subcontractors and ensures the overall quality control, coordination and completion of all activities, achievements and objectives, as well as overall reporting to the Delegation of the European Union in Lebanon.

The PM will work under the supervision of the Head of Unit in Paris. He/she will be based at EF country office in Lebanon and will work in close coordination with EF regional coordinator (Beirut), EF support staff in field and headquarters and project officer based in headquarters (Paris).

The project team on the field will be composed as follows:

EF : key expert on Component 1, key expert on Component 3, a grants officer, a MEAL officer (half-time) and EF support staff at EF country office and a pool of short term experts.

GIZ : two key experts on Component 2, a project coordinator, a project manager (50%), an administrative assistant and a pool of short-term experts.

Responsibilities

Key responsibilities include the following (but are not limited to) :

Programme management

- Overall project management responsibility ensuring timely and quality project delivery, in coordination with implementing partners, and complying with EF's project management tools and monthly project review cycle
- Plan, implement and monitor the project's activities in Lebanon.
- Coordinate and work with relevant state-level government authorities, local government institutions, civil society organizations and non-governmental organisations in order to ensure the smooth execution of programme activities.
- Oversee the roll-out of EF' partners activities throughout Lebanon (Beirut and regions), in accordance with grant agreements;
- Monitor and advise field staff and partners in project delivery.
- In association with support staff in Beirut and project officer based in Paris, carry out budget monitoring on a regular basis, including compliance with minimum EF and donor requirements

- Drive the partnership (consortium) avec GIZ for the implementation of the action: organize and facilitate regular meetings, ensure transfer of information, oversee the correct implementation of activities and ensure the coherence of activities.

Team Management and supervision of short term experts

- Provide strong leadership to the project team based in Beirut (Key experts, MEAL officer, grants officer), by setting performance objectives, providing regular and timely performance feedback, and providing documented semi-annual performance reviews
- Oversight and manage short term expert and/or consultants' supporting the implementation of the project : supervising the terms of reference (elaborated by the Key Experts) and the deliverables.
- Determine objectives of project-staff, and follow-up on progress made by staffs towards their assigned objectives and workplan.
- Evaluate staff yearly based on their assigned objectives and workplan.
- Liaise with EF security coordinator in Lebanon and headquarters to ensure compliance with security measures and report any incidents regarding security of team and/or experts.

Monitoring, Evaluation and Learning (MEAL)

- Implement planning and operational and budgetary monitoring tools to analyse (1) the real-time progress of activities, including cross-functional activities such as recruitment, reporting, management, etc.; (2) achievement of logical-framework indicators; and (3) budget expenditures and running balance. – in close coordination with the MEAL officer assigned to the project and the MEAL Coordinator in Paris.
- Develop and maintain a database of beneficiaries in order to collect and compile detailed information about organizations and individuals supported by the project.
- Provide general supervision and ensure the monitoring of project implementation with the partners.
- Launch mid-term and final external evaluations of the project as outlines in the project's contract.
- Support the production of strategic recommendations of the project to ensure sustainability, lessons learned and ideas for future interventions.

Project representation and partnership:

- Participate in coordination and technical meetings representing EF and the project (including partners) in relevant meetings/working groups on relevant topics in Lebanon (Gender thematic group and others).
- In close coordination with implementing partners, liaise with institutional stakeholder's (In close coordination with implementing partners, liaise with institutional stakeholder's (Ministry of Social Affairs, Ministry of Economy, National Council on Lebanese Women, EC) and represent EF and the project.
- Liaise and build good working relations with the European Union Delegation technical team.
- In close coordination with EF regional coordinator based in Lebanon, liaise with the French Embassy and the AFD Group to coordinate actions and share information on the project activities.

Reporting

- Ensure proper and timely narrative donor reporting in compliance with internal and external reporting requirements.
- Ensure a frequent and systemic reporting to the EU delegation, EF headquarters, and ensuring smooth information channels and frequent updates to institutional stakeholders on the progress made by the project
- Regular reporting to EF Regional Coordinator and project manager in Paris on project progress as required (monthly reports).

3. TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE

- Master's degree in Political or social science, international development, community development or any related topic ;
- A minimum of 15 years proven experience in operational management of projects fostering dialogue, or supporting gender and civil society actors to promote a better environment for non-state actors in fragile settings;
- Previous experience in programs focusing on gender, civil society empowerment and governance is a must;
- An excellent understanding of the local context (political, socio-political, socio-economic) in the Middle-East, engaging with national authorities. An experience in Lebanon would be a great asset. ,
- Proven ability to cooperate and negotiate with local and institutional partners as well as government representatives.
- Capacity to advocate, liaise and coordinate with various actors.
- Proven capacity in team management and ability to ensure their safety (security management);
- Good command of programme and project management life cycle including strategic planning, development, management, monitoring and evaluation. Experience in the management of integrated multisector projects would be an asset.
- Good working knowledge of European Commission procedures required. Good knowledge of other donors' procedures is an asset (French MoFA, DFID, JICA, etc)
- Excellent communication skills ability to adapt to a diverse multicultural environment;
- Excellent command of English (oral and written). Knowledge of French and Arabic would be an asset;

Additional skills required:

- Excellent expression and diplomatic skills, capacity to represent the project at high level meetings with senior officials from the government.
- Excellent leadership skills, capacity to promote team work and coordinate/communicate with project's partners and external stakeholders
- Capacity to handle pressure and adapt to changing situations and contexts.

Please note that the recruitment for this position is subject to the signature of the contract between the EU Delegation and EF.