

## Terms of Reference

### Monitoring, Evaluation and Reporting Officer – Lebanon

#### Background

LAW is an independent, non-profit organization comprised of human rights lawyers working in fragile and conflict affected areas in the Africa, Middle East and South Asia. We have a particular focus on gender equality and sexual and gender-based violence, natural resource exploitation, rule of law and accountability, and transformative justice, working to bring justice to those who need it most. LAW's ground-breaking work has received international and local media coverage, and recognition.

#### The Project

Lebanon's 15-year civil war waged from 1975 until 1990, which involved a range of local and international actors, two parallel occupations by Israel and Syria, and a string of high-profile assassinations. According to International Committee of the Red Cross (ICRC), 75% of Lebanese citizens have personally lived through armed conflict with 96% of citizens having been affected in some way, whether personally or through the wider consequences of armed conflict.

Lebanon's civil war led to the deaths of over 100,000 civilians and the disappearance of approximately 17,000. A general amnesty law was introduced in 1991 precluded the legal prosecution of war crimes and created discriminatory and unequal legal protections based on status. As a result, violations and abuses against ordinary citizens cannot be prosecuted under the law. In addition, there have been a series of further selective amnesty laws since 2005. Hence, to date, accountability for the human rights violations committed during the civil war has largely been absent and the use of transitional justice mechanisms in Lebanon has been limited.

LAW will focus on women victims and survivors from the civil war until current time. The project will offer psychosocial support, legal assistance and avenues for storytelling to empower and enable survivors to express their experiences and to address their legal and psychosocial needs.

LAW is currently looking for a motivated and experienced monitoring and evaluation officer to bring their knowledge, relevant skills of learning, and project management in order to provide support to colleagues on the programme.

#### POSITION DESCRIPTION

**Reports to:**

Lebanon Programme Manager

**Duration:**

Up to 8 Months:

**Location:**

Lebanon

**Hours:**

Full-time / 40 hour per week

### **Functions/Key Deliverables Expected:**

- Undertake regular monitoring of programmatic activities, evaluation and learning of the project
- Analyse performance indicators and data, prepare reports and make recommendations
- Support the development proposals of the project and reporting to contribute toward the design (creating stories, verifying numbers)
- Develop MEL plan, develop guidance and facilitate workshops
- Collate project data from multiple sources to identify gaps, and propose actions plans for improvement
- With the support of the Consultant analyse, dissemination of knowledge, evidence and key learning to influence decision making
- Support and capacity building within the Programme and Partners
- Support and review the work of the partners; deliver recommendation on how to improve coordination and the quality of the partnerships
- Ensure SharePoint is updates on tool kits and resources
- Support in drafting donor reports
- Ensuring that donor reports are delivered on time

### **Experience, Skills and Qualifications Required:**

- A bachelor degree in development studies, social science, law or a related field
- Demonstrated three years' experience in monitoring and evaluations preferable in the international development context
- Track record of technical skills in designing, and implementation of monitoring tools and log frames
- Experience of facilitating workshops and capacity building
- Track record of conducting evaluations in a complex operating environment or on legal projects.
- Experience of research and drafting
- Excellent written and oral skills in English and Arabic,
- Excellent relationship management skills and the ability to communicate and work closely with local partners, community members, and other stakeholder
- Understanding of working in gender sensitive programmes, context in Lebanon and of protection issues and human rights in general.

## **HOW TO APPLY**

**Deadline for applications:** 8<sup>th</sup> November 2020.

**Start date:** Immediate start



Please apply by sending an email with a CV and statement of interest in English (neither exceeding 2 pages of A4) on or before 8<sup>th</sup> November 2020 to [recruitment@legalactionworldwide.org](mailto:recruitment@legalactionworldwide.org).

The subject of the application should read **“Monitoring, Evaluation and Reporting Officer”**

Only shortlisted candidates will be contacted and invited for interviews.

- LAW is an equal opportunity employer
- Women lawyers with experience representing at-risk clients are particularly encouraged to apply.