

GBV Working Group

National NGO Co-Coordinator Terms of Reference

National level-Beirut

February 2025

Background and Overview

The GBV sub-sector is led by the Ministry of Social Affairs, UNHCR and UNFPA. In 2025, members of the GBV WG, including the GBV Core Group, voted to add a NGO co-coordinator to the national GBV sub-sector coordination.

The NGO Co-coordinator for Gender Based Violence Working Group (GBV WG) aimed to ensure a collaborative and inclusive approach to GBV response by promoting localization of GBV services, enhancing the leadership role of National NGOs, stronger field-level engagement, and amplifying local voices and the sustainability of GBV services.

Also, the national GBV WG is committed to achieving five dimensions of localization (Governance and Decision-making, Participation and Influence, Partnerships, Funding, and Institutional Capacity) and ensuring that GBV response strategies and coordination mechanisms are guided by the principle of “as local as possible, as international as necessary.”

The GBV Core group reached a consensus and proposed facilitating the election of local or international NGO co-coordinating agencies across Lebanon in accordance with the LRP 2025 response plan.

The NGO sector co-coordinating agency will work alongside GBV WG Coordinators, the Government of Lebanon, and ISCG members to support the overall coordination of the GBV WG in order to respond effectively to the needs of vulnerable populations. It will also ensure coordination with other sectors as part of the Inter-Sector and across relevant response frameworks in Lebanon. NGO co-coordinating agency responsibilities are outlined below, and they are informed by current good practices on co-leads collated globally and in Lebanon, including under the LRP.

The NGO WG co-coordinator has an overarching duty to all partners within the GBV WG at the national and sub-national levels to act as representatives of the WG as a whole rather than solely as representatives of their organisation. In consultation with GBV WG co-chairs, the co-coordinating agency will work closely with the government lead ministry (Ministry of Social Affairs) and the UN coordinating agency to agree on specific tasks and the division of labor.

The elected NGO is responsible for appointing individuals with the appropriate seniority, skills, and competencies required to promote strategic and action-orientated WG coordination. NGO co-coordinating agencies must ensure that arrangements are made to allow for a proper handover of responsibilities at the end of the coordinator's assignment to ensure continuity and maintain institutional memory.

Purpose

The shared leadership approach allows for an equitable and meaningful distribution of GBV WG coordination responsibilities at the national and sub-national levels, accompanied by clear roles, mutual understanding, and defined accountability. This ensures an effective strategic response that

aligns with the commitment to shared humanitarian leadership between the UN, NGOs, other key humanitarian actors, and host governments.

Roles and responsibilities of the GBV WG NGO Co-coordinator

In coordination with GBV WG Co-chairs, the NGO co-coordinator will:

- Support and facilitate inter-agency, multi-sectoral GBV Working Group (“sub-sector”) at the national level and attend and support sub-national GBV coordination groups.
- Promote awareness of national laws and policies that inform action to address GBV.
- In consultation with co-chairs, identify appropriate mechanisms for working and collaborating with national authorities on GBV issues.
- Strengthen result-oriented, two-way communication channels between national and sub-national GBV coordination groups to ensure a standardized response to GBV
- Provide technical support to local partners to strengthen their GBV programming and coordination capacities.
- Advocate for sustainable approaches and the integration of GBV programming within national systems and development frameworks.
- Proactively engage with all relevant stakeholders to ensure coordination reflects the range of actors addressing GBV across multiple sectors.
- Coordinate and collaborate with other working groups to ensure the integration of GBV-related action in their sector plans and to advocate for joint awareness-raising for non-GBV specialists.
- Closely work with co-chairs and support leading a process to develop realistic, evidence-based multi-sectoral and inter-agency prevention and response plans.
- Promote engagement of various sectors and ensure realistic benchmarks and timelines for achieving set objectives.
- Work with partners to continually identify response gaps in line with the GBV WG work plan (including geographic coverage and programmatic scope) and seek solutions to fill gaps.
- Work with partners to strengthen and deliver on the inter-agency GBV capacity development strategy that meets the needs and priorities of key national and local stakeholders to facilitate the implementation of agreed work plans.
- Revise existing training materials according to local context and ensure partners’ access to relevant training sessions.
- Ensure all GBV coordination group partners and others know relevant policy guidelines, technical standards, and other resource materials.
- Provide technical support for developing relevant advocacy and policy documents that address GBV in the context of broader gender inequality issues.
- Represent the WG at the field level, including at sectoral meetings, in the Inter-Sector and Inter-Agency coordination fora, and in external stakeholder engagement, in coordination with the Co-chairs.

Selection Criteria

Selection criteria for the NGO co-coordinator role will be based on the following:

- a) Operational and technical relevance in the overall response: the NGO needs to have experience leading the delivery of GBV services.
- b) Operational presence for at least one year in the respective field area.
- c) Capacity to provide staff with competency and experience in GBV WG coordination. If the provided staff is on leave/unavailable for a period, the co-coordinating NGO will provide a backup to cover during this period.

- d) Commitment to contribute regularly (minimum 30% staff time).
- e) An active member of the GBV WG, and demonstrated commitment to contribute consistently.
- f) Expression of commitment, i.e., NGO management's full support for the co-coordinator function, etc.
- g) Officially registered with the Ministry of Interior in Lebanon.
- h) The NGO/partner should have a PSEA Policy and some form of AAP mechanism.
- i) More focus will be given to the NNGOs-WLO
- j) The NGO should have regularly provided updates in the response plan database (ActivityInfo).

Selection Process for the GBV Working Group NGO Co-Coordinating Agency

GBV WG NGO co-coordinator will be selected through an open and transparent election process based on the pre-defined selection criteria. GBV WG members will be asked to express their interest and share their application using an anonymous online self-nomination link. Local NGOs are particularly encouraged to apply. Following that, GBV WG Coordinators will make a preselection for the potential candidates. Finally, a list of the pre-selected members will be shared with GBV WG members so they can vote and select an NGO to co-coordinate the GBV WG under LRP. The selected candidates need to take the majority of votes, and if applicants get the same number of votes, another round of voting between both candidates will be held to choose one of them.

- The GBV WG Co-chair shares the Nomination survey with all GBV WG members, along with the selection criteria and a guidance note.
- GBV WG Co-chairs and Core group analyze the survey result and invite NGOs wishing to take the co-coordination role to submit a brief written application stating how they meet the selection criteria.
- Finally, the result of the competent/selected NGO will be presented to the WG members.

Duration and length of term

The GBV WG NGO co-coordinator at the national level shall assume the position for one year, after which a new member of the GBV WG will be elected through a similar election process. As much as possible, the committing NGO should maintain the same coordinator for the entirety of the full year to ensure consistency. If agreed by the GBV Core Group and GBV lead agencies, the term of the NGO co-coordinator can be extended by another year based on performance.