**DAWRIC – Direct Action for Women: Reform, Inclusion and Confidence**

**Quality Assurance (Consultancy)**

**Terms of Reference**

**Background**

The British Council is implementing a two-year European Union funded project entitled DAWRIC: Direct Action for Women: Reform, Inclusion and Confidence, aiming to improve women’s political and economic participation at a National level.

**Project Overall Objective**

DAWRIC overall objective is to build the capacity of women and broad-based support for their active involvement in public life to:

* Combat poverty among Lebanese women
* Ensure gender equality in political life and decision-making processes

**Project Specific Objectives**

DAWRIC specific objectives are:

* Women are actively involved in local decision-making processes supported by local communities.
* Greater connection between concerns of urban/ rural women and the strategies of local authorities is established.
* National and emerging coalitions are better able to progress women’s participation in public life.
* Women participation in public life” advocacy campaigns are better designed and managed through evidence-based data.

**Purpose of the Consultancy**

The British Council is seeking a Quality Assurance consultant to assure consistent quality of deliverables by developing and enforcing quality delivery of services; validating processes; providing documentation. The QA shall be responsible for establishing and monitoring continuous quality improvement and quality assurance processes of DAWRIC project across all project activities and deliverables.

**Expected Results/Description of Responsibilities**

* Prepare a Quality Assurance plan based on the project goals, objectives and activities
* Ensuring the implementation of the QA plan in coordination with the project partners
* Enforcing policies and procedures adopted in compliance with the British Council and ensuring compliance with EU standards across all activities
* Establishing, performing, and monitoring quality assurance of training programs
* Verifying and analysing performance of routine quality controls and quality assurance of services delivered across all activities under the project by each partner
* Oversee implementation of M&E systems and framework
* Establishing and maintaining quarterly reports to demonstrate quality performance of the project partners activities
* Evaluating all technical aspects of the project for quality controls and interacting with all partners leadership to implement improvements
* Performing periodic on-site quality audits with the project partners

**Timeline**

The Quality Assurance consultant needs to be available for 90 days from June 2017 until September 2018. The detailed action plan and deliverables to be developed by the selected candidate and agreed with the Project Manager.

**Management**

The assignment will be carried out under the overall guidance of DAWRIC Senior Project Manager based in Beirut, Lebanon in coordination with the project team and partners.

**Technical Competencies and Experience Requirements**

Only consultants with the following competencies and experience will be considered:

* A minimum of eight years of experience of working with international non-governmental organisations (INGOs) and/or government agencies on setting in place, implementing and monitoring of Quality Assurance plan. .
* Process Improvement, Analysing Information , Strategic Planning, Verbal Communication, Emphasizing Excellence, Attention to Detail, Thoroughness, Dealing with Complexity
* Experience in local governance and development
* Local knowledge of available expertise in different topics and areas addressed within the project

**How to Apply**

How to apply:

If you are interested in applying and feel that you are suitable for the role, please apply before Friday 19 May 2017 (23:59 Lebanon Time).Please read the Terms of Reference carefully, check definitions of the behaviours and Core skills, and send an up to date Resume/CV; which should clearly highlight past experiences in similar assignments, outline of how he/she fits the requirements of the consultancy, the daily rate/cost required, and confirmation that he/she can meet the above mentioned timeline. Resume/CV should be emailed to: Job.Vacancy@lb.britishcouncil.org specifying the job title in the subject line.