

**Project: Supporting Women on Board of Syndicates, Universities, Board of Organizations and Public Institutions in Lebanon  
(Phase 3)**

**TITLE: Institution to participate in Women On board Project (Syndicates, Universities Organizations or Public Institutions in Lebanon)**

**About LLWB:** The Lebanese League for Women in Business (LLWB), established in 2006, is a socio-economic, apolitical, non-religious association uniting professional women. We provide a platform for:

- Sharing Experiences
- Developing Competencies and Skills
- Establishing Networks and Exchanging Expertise
- Accessing funds and Mentorship

LLWB's mission is driven by building partnerships and collaborations with various stakeholders sharing similar socio-economic goals. For more information, visit: [www.llwb.org](http://www.llwb.org)

**About the Program:**

LLWB, in partnership with UK embassy in Lebanon aims to facilitate and increase female representation on the boards of organizations, syndicates, universities and Public Institutions, promoting gender equality and diversity in decision-making positions.

In this program LLWB will work closely with four selected institutions (**whether Syndicates, Universities, NGOs, and Public Institutions**).

In brief: LLWB will conduct participatory gender audits of the 4 institutions be it syndicates, Universities and or Organizations or Public Institutions, after the gender audit, develop gender action plans for the institutions and lead on training of the stakeholders of these institutions on issues related to gender mainstreaming, equality, diversity and inclusion.

Participating institutions will identify gaps in knowledge and practice for gender mainstreaming at various levels. The institutions will develop a gender-sensitive action plan. The participatory methodology will help identify needs for capacity building in gender at the levels of individuals and the organization.

The project will also, later, offer mentorship one to one opportunities for women selected from these institutions, women who participated in the whole program and could be seating on boards. Mentorship program will focus on supporting the selected women to be members of boards, as per LLWB flagship journey of supporting women in boards of various institutions.

The project will also support selected women from each institution to receive 2 certifications of graduation recognized internationally: the Board Diversity Program and the Corporate Directors Program.

**Scope of institution:**

LLWB is seeking to select 4 institutions in Lebanon (organizations, syndicates, universities and Public Institutions), acting and operating in Lebanon to participate in the Women on Board project for a period of 9 months, from July 2025 to March 31, 2026. The institution should commit to the following activities:

**1. Gender Audit Assessment**

- The institution should undergo a gender audit assessment conducted by a certified gender auditor within 2 months. This will include desk review of documents by the institutions, at least 4 semi-structured key informant interviews (KIIs), focus group discussions, and an anonymous survey if needed. A gender audit report will be developed and sent to the institution highlighting main recommendations, success stories and areas of improvement in terms of gender mainstreaming.

- The institution should collaborate with the expert, as another phase to develop a gender action plan based on the assessment report developed previously the gender action plan will serve the institution to have a strategic overview and clear action items, they can follow up to mainstream gender in the institution.

- All information gathered during the gender assessment will be kept confidential and will not be disclosed to anyone other than LLWB and the expert, except with the institution's approval.

**2. Training Program for Women**

The institution should select at least 10 women to attend a 5 half day training sessions. This program will focus on the women on Board law, diversity, gender equality and inclusion, women's rights in the workplace. The training will be developed and communicated to all the entity members to attend in collaboration with their board and international managers. The entity needs to ensure that at least 10 women attend each of the training session. This activity should be done between September and October 2020.

**3. Mentorship Program**

- LLWB will put at the service of the beneficiaries' extra sessions with other mentors within LLWB network for other skills and support they may need such as advocacy, legal support, good governance and financial statement and decision-making roles. The objective of the mentorship is primarily to support the participants in the run for decision-making positions and find solutions to gender-related challenges within any institution as per the WoB journey. The mentorship will also focus on WOB from setting strategies, making, or joining coalitions, campaigning and assuming leadership roles. The institution in collaboration with LLWB Team and the experts should select at least 2 women to participate in a one-on-one mentorship program within 1 month. Each participant will receive 5 sessions, totaling 10 sessions for the 2 women selected.

**4. ESA Program Participation**

Each participating institution will ensure that **two women** from its program are nominated to attend the **ESA Women on Board Program**, supported by LLWB. Selected candidates will sign a **commitment letter** to complete the program, attend all sessions, and pass the final exam.

The **Certified Corporate Director Program**, delivered with IFG and ESA, covers international best practices in **Governance, Compliance, and Risk Management**. Upon successful completion of the online sessions and exams, participants will receive **two internationally recognized certificates**: the *Board Diversity Program* and the *Corporate Directors Program*.

- Key modules include Accelerating Gender Diversity on Boards, Closing the Deal, Gender Dynamics, Strategies for Igniting Change

#### 5. Participating in Marketing Campaign and Podcasts:

Participating institutions are encouraged to actively contribute to the national awareness efforts by engaging in LLWB's **marketing campaign**. As part of this initiative, each institution will nominate up to 6 **women** from its program to be featured in a series of **inspirational podcasts** produced by LLWB, highlighting their journeys and impact.

This joint visibility effort will serve to:

- Showcase the institution's commitment to women's leadership
- Promote role models in key sectors
- Contribute to a broader national narrative on women's economic participation

The campaign, including podcast recordings, will be completed within **two months** of program launch.

#### 6. Closing Event Participation:

Participating institutions are invited to take part in the **official closing event** of the project — a one-day gathering that will bring together key partners, stakeholders, and beneficiaries. This event offers a valuable opportunity to:

- **Showcase the institution's contributions and achievements**
- **Share success stories and lessons learned** with national and international partners
- **Reinforce the collective impact** of empowering women across sectors

By actively engaging in the closing event, institutions will highlight their leadership role in driving sustainable change and advancing inclusive development.

#### **Benefits for the Institution:**

The institution will benefit from the following:

1. Assessment by a Certified Gender Auditor: The institution will receive a comprehensive gender audit assessment conducted by a certified gender auditor by ILO.

2. Gender Action Plan: The institution will obtain a gender action plan that can be beneficial for future projects.
3. Training and Mentorship: The institution will have the opportunity to train and mentor their employees, enhancing their knowledge and preparing them for leadership positions.
4. ESA Certification: Five women from the institution will receive ESA certification free of charge: the Board Diversity Program and the Corporate Directors Program.

Nomination of Focal Point within the Institution:

Each institution is required to nominate a focal point for the project: The designated focal points within each institution will play a key role in supporting LLWB by coordinating the gender assessments, facilitating the organization of trainings, and ensuring effective outreach and participant engagement within their institution.

### **Timeline:**

The institution should be committed to the project and participate in all its activities within the period from July 2025 to March 2026.

**Required Qualifications:** Institutions eligible to participate in this project (including **Syndicates, Universities, NGOs, or Public Entities**) must demonstrate strong commitment to advancing gender equality and agree to actively engage in the project's activities from **July 2025 to March 2026**.

Eligible institutions must meet the following criteria:

1. Employ a minimum of **10 women**, with at least **2 women** possessing the qualifications, leadership potential, and sectoral experience to be considered for future board membership.
2. Demonstrate **willingness and readiness** to share internal policies, procedures, and relevant documentation related to organizational culture and human resources, for the purpose of conducting a **gender audit and assessment**.
3. Actively commit to all **planned activities and deliverables** under the project, in line with the defined **timeline and milestones**.
4. **Strategic Vision for Women's Leadership:** Express a clear institutional **commitment to achieving women's representation and be part of the Women's on Board Journey for 2030**.

### **Note:**

Selected institutions will be required to **sign a formal commitment letter** confirming their participation and alignment with the project's objectives.

### **How to Apply:**

**Interested Institutions, (whether Syndicates, Universities, NGOs or Public Institutions ) are requested to send an email showing clear interest, willingness, and commitment to the**



project to [program.manager@llwb.org](mailto:program.manager@llwb.org) , mentioning in the subject of the email “Commitment of institution for women on board project” and send clear focal points contacts details with detailed full name, title, email, and phone number (direct). By July 31, 2025 (Beirut Time)