

## Work Expected Results

Tasks/Milestone:	Deliverables/Outputs:	Timeline
Organizing a high-level policy forum on child rights governance in Lebanon		
Developing the preparatory documents for the conference	<p>Agenda / talking points / speeches / policy brief / advocacy and social media package / closing remarks</p> <ul style="list-style-type: none"> <li>- Finalise White Paper</li> <li>- Finalise Outcome Document for the Conference</li> <li>- Finalise Conference agenda</li> <li>- talking points for the speakers</li> <li>- keynote speeches for UNICEF representatives; SRSG and her side visits</li> <li>- policy briefs, advocacy papers</li> <li>- closing remarks for the conference</li> <li>- all the other documents requested from the supervisor</li> </ul> <p>(the above documents to be based on the White Paper and the Outcome Document).</p>	<p>October to 1<sup>st</sup> week of November at the latest</p> <p>(15 working days)</p>
Liaise with the invitees and the speakers prior to the conference to prepare and explain the conference objectives and expected outcomes.	Written communication to be shared and approved by supervisor in advance	<p>End of October</p> <p>(2 working days)</p>
Providing support for the development of media, communication, and advocacy messages to be used during the forum (before the forum), and updating these lists with additional messages emerging during the forum (after the forum)	Finalized policy briefs and advocacy papers	<p>28 October</p> <p>(3 working days)</p>
Finalise the draft outcome document that has been prepared by UNICEF Child Protection Programme and providing input to the current draft (before the forum), then sharing it for further input from other relevant	Final outcome document	<p>Mid-October to end of December</p> <p>(6 working days)</p>

stakeholders, following up with them to receive feedback, and integrating it into the document (after the forum)		
Share final outcome document with participants (including relevant stakeholders who did not attend the forum)	Send the finalized outcome document to all participants who attended and not attended the forum, one week after the forum	One week after the forum (2 working days)
Debrief on accomplishments and lessons learned to inform the action plan moving forward	<p><b>Summary report to include:</b></p> <ul style="list-style-type: none"> <li>• Ideas discussed / decisions made</li> <li>• Did forum achieve its goals?</li> <li>• What did participants learn?</li> <li>• Are additional forums needed? If yes, when and with whom?</li> <li>• What can be learned from this forum?</li> <li>• Any follow-up activities planned?</li> </ul> <p>The report should be between 20-30pages in length (excluding title page and annexes), and in Arabic and English.</p> <p>Presentation to be made to UNICEF and other participants to share the report.</p>	End of November to mid-December  (5 working days)
Handover and final reporting		
Handover and final reporting to supervisor	<p>Submit all reports and finalized documents, including the conference final outcome document, and the final conference report.</p> <p>Submit a handover note that includes all meeting minutes, concept notes, and speeches.</p>	End of November to end of December  (1 working day)