

# Terms of Reference

## Lebanon Interim Head of Office

### About Right To Play

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 13 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play has collaborated with local partners in Lebanon since 2006 to deliver high-quality programs that support children and adolescents' holistic learning and wellbeing. Learn more about our programs in Lebanon from [our website](#).

### 1. Context

As Right To Play Lebanon Country Office will have a gap in the Country Director position as of July 1<sup>st</sup> 2026, and until the Country Director position is filled, there is a need for a consultant support to provide interim country office leadership mainly focusing on operational aspects, compliance and risk, financial and people management.

## 2. Responsibilities

### Operational management

- **Provides strategic oversight of finance and administration**, including budgeting, expenditure control, audits, grant compliance, and strong internal controls.
- **Holds overall accountability for safeguarding, safety, and security**, ensuring compliance with RTP policies and national legislation.

### Staff and workplace management

- **Ensures effective people management**, including recruitment, performance management, learning and development, payroll, and the promotion of a safe and inclusive culture.
- **Leads, mentors, and develops a diverse country team**, fostering staff wellbeing, inclusion, and high performance.
- **Promote Safeguarding: fosters a safe, respectful, and accountable work environment** by modelling appropriate conduct and addressing any behaviour that undermines a healthy workplace.

### Programmatic oversight

- **Oversees the country programme portfolio**, by supporting the country team to ensure high-quality delivery, measurable impact, and timely reporting to donors, government, and HQ.

### Strategy implementation oversight

- **Supports the team in ensuring alignment with** RTP strategy, national priorities, and legal and regulatory requirements.

## 3. Deliverables

Description	Deadline	Deliverables	Unit	Qty	Unit price	Total Price USD



Operational Management	Sept 30, 2026	Final handover report with assessment and recommendations on strengths, gaps and opportunities for the described responsibility	Days	25	\$280	\$ 7,000
Staff and Workplace Management	Sept 30, 2026	Final handover report with assessment and recommendations on strengths, gaps and opportunities for the described responsibility	Days	25	\$280	\$ 7,000
Programmatic Oversight	Sept 30, 2026	Final handover report with assessment and recommendations on strengths, gaps and opportunities for the described responsibility	Days	7	\$280	\$ 1,960
Strategy Implementation Oversight	Sept 30, 2026	Final handover report with assessment and recommendations on strengths, gaps and opportunities for the described responsibility	Days	7	\$280	\$ 1,960
<b>Total</b>						<b>\$17,920</b>
<b>Total after deducting 8.5% withholding tax (if consultant is not registered)</b>						



## 4. Timelines

Consultancy start date is to be set by July 13<sup>th</sup>, 2026 and all deliverables must be completed by September 30<sup>th</sup>, 2026.

## 5. Experience Required

### Expertise (Certifications / Education, Professional Experience)

- Master's degree in business administration, social sciences, development studies or related discipline.
- Extensive experience in leadership roles within a large or medium international development organization, Including: strategic planning, leadership and people management, project management and planning, monitoring and evaluation and financial and risk management.
- Experience working in or managing programmes in stable and fragile contexts.
- Proven success with mobilizing new sources of program funding.
- Understanding of laws, regulations and cultural dynamics local and international.
- Fluency in spoken and written Arabic and English.
- Significant experience with a child-focused organization is desirable.

### Core Competences:

- **Collaboration:** Highly collaborative with strong interpersonal skills; excels at working in with a multicultural team and builds rapport and trust to develop strong external partnerships.
- **Growth Mindset:** Demonstrates commitment to own professional development and encourages their team to develop their potential, creates a learning culture through effective coaching and mentorship.
- **Communication:** Communicates complex operational, technical & strategic issues clearly & credibly to diverse audiences, leveraging strong networks to secure donor funding & influence stakeholders.
- **Resilience:** Strong organizational skills and the ability to work under pressure: multi-tasking, meeting deadlines, solving problems creatively and embracing challenges with resilience.
- **Professionalism:** Models professionalism and RTP's values, promoting a safe, inclusive workplace and positive impact for children and youth.
- **Management and Interpersonal Skills:** Lead and mentor country team with influence, fostering trust, high performance, and shared ownership of outcome

## 6. Application Process

We invite interested candidates to submit the following:

- CV - maximum 2 pages
- Expression of interest - maximum 2 pages

Please send your submission to [careers@righttoplay.com](mailto:careers@righttoplay.com) with the email subject “Lebanon Interim HoO”.

**Deadline for submission is June 28<sup>th</sup> 2026 23:59 EEST.**

## 7. Confidentiality of Information

All documents and data collected will be treated as confidential and used solely to facilitate analysis of applications. All those contracted by Right To Play must agree to sign and abide by the Global Safeguarding Policy and Code of Conduct as well as property rights policies.