

**NATIONAL COMMISSION FOR LEBANESE WOMEN
And
UNITED NATIONS POPULATION FUND**

**TERMS OF REFERENCE
Lebanon**

I. GENERAL INFORMATION

Consultancy Title	Consultant for Copy Editing and Harmonizing CEDAW report
Project	LBN04NCL Enhancing National Women Machinery Capacities for Advancing Gender Equality
Duty Station	Beirut, Lebanon
Reports to	National Director (NCLW)
Duration of Consultancy	From August 20 2019 to August 25 2019

II. BACKGROUND

Since 2006, the National Commission for Lebanese Women (NCLW) has been collaborating with the United Nations Population Fund (UNFPA) towards mainstreaming gender aspects in various development platforms, policies, and strategies. In 2019, this collaboration is continuing and aims in one of its key results to follow up on the monitoring of the implementation of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), by Lebanon.

NCLW and UNFPA seek to engage a consultant whose responsibility is to copy edit the prepared 6th periodic report of the Lebanese State as per the regular procedures, due in 2019.

Under the overall guidance and direct supervision of the NCLW CEDAW Head of Committee, and in close coordination with the Project manager, as well as the NCLW/UNFPA Steering committee, the consultant will be undertaking the below tasks as described below.

III. FUNCTIONS AND TASKS

The consultant is expected to carry out the below tasks:

1. Review the final draft of the CEDAW report (40 pages) and its annexes to ensure they are error-free and readable.
2. Ensuring consistency in presenting the document.
3. Harmonization of layout as per CEDAW committee guidelines.
4. Arrange the formatting, harmonization of the layout with one font, one justification, a clear, table of content, and clear harmonization of footnotes and end notes when needed.
5. Correcting spelling mistakes and grammatical errors, punctuation and spellings.
6. Ensuring the readability and clarity of all sentence.
7. The copy editor of the CEDAW report and its annexes doesn't have to review the style, neither is responsible for fact-checking, neither verifying facts and figures, nor confirming sources.

IV. FINAL DELIVERABLES

The consultant will be expected to deliver the following:

- The final version of the 6th CEDAW report and its annexes are grammatically correct and without typos.
- Final version layout harmonized as per CEDAW committee guidelines

V. NCLW CONTRIBUTION

To facilitate the work of the consultant, NCLW will be providing the following (but not exclusive):

- Sending the final version of the CEDAW Report with its annexes
- Work space for the consultant if need be
- Organize technical follow up meetings with CEDAW committee and NCLW/UNFPA steering committee and other counterparts if need be.

VI. REQUIRED QUALIFICATIONS

Education	Bachelor's Degree in Arabic language, Journalism, Media, Law, literature, social sciences or related field.
Experience	<ul style="list-style-type: none">• Experiencing in publishing and/or editing preferred.• Excellent communication and interpersonal skills.• Highly organized and details oriented.• At least 4 years of increasingly responsible experience in copy editing• Experience in report writing;• Extensive experience with UN work is desirable.
Competencies	<ul style="list-style-type: none">• Communicating information and ideas ;• Proven reporting expertise;• Job knowledge/technical expertise;• Results orientation/Commitment to excellence.
Language requirements	Fluency and excellent writing skills in Arabic.
How to apply	<ul style="list-style-type: none">• Interested candidates who meet the above qualifications should apply online by providing an updated CV (Word format) detailing work experience that is relevant to the Consultancy requirements as indicated in the TORs, above as well as a cover letter clearly explaining why they meet the requirements and their availability to deliver the main outputs of the consultancy in due time.• The interested candidate needs to present along with the CV and cover letter a quotation in dollars all taxes included by page of copy editing. The quotation is also to be presented by page of A4, knowing that the report is of 40 pages without its annexes.• The CV+ Cover letter clearly stating the availability to deliver the final copy of the report edited and harmonized by august 25 2019, should be submitted to the following email address: info@nclw.gov.lb; <u>no later than *19^h of August 2019 at noon (Lebanon time).</u>

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| | <ul style="list-style-type: none">• Please indicate the following title under subject when submitting applications:
“Immediate Recruitment: Consultant for the copy editing and harmonizing of CEDAW report• NCLW will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest. |
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