

**NATIONAL COMMISSION FOR LEBANESE WOMEN**  
**TERMS OF REFERENCE**  
**Lebanon**

**I. GENERAL INFORMATION**

<b>Consultancy Title</b>	Proofreader for the 3-year Action Plan of the National Strategy for Women in Lebanon and its Monitoring and Evaluation framework
<b>Project</b>	LBN05NCL
<b>Duty Station</b>	Beirut, Lebanon
<b>Reports to</b>	Project Coordinator (NCLW/UNFPA), NCLW Projects Development Coordinator and NCLW Executive Director
<b>Duration of Consultancy</b>	December 2023 and until satisfactory completion of the required tasks

**I. BACKGROUND**

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is as an official institution affiliated with the Presidency of the Council of Ministers. NCLW was established by law in 1998 to promote women's rights in the Lebanese society and enhance gender mainstreaming in public institutions.

Since 2006, NCLW has been collaborating with the United Nations Population Fund (UNFPA), towards mainstreaming gender aspects in various development platforms, policies, and strategies.

In this context, NCLW in collaboration with UNFPA drafted the National Strategy for Women in Lebanon ("the Strategy") for the 2022 to 2030 period.

The Strategy has been recently launched and in parallel, an action plan and a comprehensive monitoring and evaluation framework were developed through 21 consultation meetings held in November 2023.

As part of this effort, this consultancy seeks a proofreader to review written content for errors and ensure that it is free from grammatical, spelling, punctuation, and typographical mistakes for the Action Plan and the M&E Framework in Arabic and English.

## II. FUNCTIONS AND TASKS

Under the overall guidance of NCLW's Executive Director, NCLW Projects Development Coordinator and the Project Coordinator, the translator and proofreader will have the following responsibilities:

- Proofread and correct the Arabic version and the English of both the Action Plan and the M&E Framework (Average of 85-90 pages each)
- Conduct a thorough proofreading to identify and correct grammatical, spelling, punctuation, and typographical errors in the translated content.
- Pay attention to detail at all levels and check for errors (e.g. grammar, syntax, spelling, punctuation, formatting) to ensure the text is an accurate, faithful, and consistent
- Review and edit texts written in Arabic and English;
- Ensure texts are technically, linguistically, and grammatically correct and consistent in terms of completion and terminology usage;
- Ensure that texts meet high-quality standards, are error-free, and will not need further editing.
- Ensure incorporation NCLW's comments after back and forth.

## III. DELIVERABLES

Expected deliverables:

- One proofread text in Arabic (Action plan and M&E framework)
- One proofread in English (Action plan and M&E framework)

## IV. NCLW CONTRIBUTION

To facilitate the work of the consultant, NCLW will:

- Provide the consultant with the Arabic and English versions of the Action plan and M&E frameworks related to the National Women Strategy. (Average of 85-90 pages)
- Coordinate and follow up with the Action Plan Expert and M&E Expert

## V. REQUIRED QUALIFICATIONS

Education	Bachelor's degree in Arabic/English, Translation, Linguistics, Journalism, Communications, or a related field is often preferred
Experience And Skills	<ul style="list-style-type: none"><li>- At least 5 years of relevant experience as a Translator or editor.</li><li>- Outstanding writing skills in Arabic and English languages</li><li>- Ability to work independently and under pressure to ensure work is achieved to a high standard and promptly.</li><li>- Strong familiarity with gender-related terminologies.</li><li>- Strong familiarity with M&amp;E terminologies</li><li>- Previous experience with governmental entities is a plus</li><li>- Familiarity with commonly used style guides (e.g., APA) is important, especially if the documents need to adhere to a specific style.</li></ul>
How to apply	Interested candidates should apply and submit the above-mentioned documents to the email address <a href="mailto:info@nclw.gov.lb">info@nclw.gov.lb</a> no later than December 11, 2023, at midnight (Beirut time), ensuring the subject line is denoted with the heading:

**“NCLW/UNFPA – Proofreader”**, including the following:

- An updated CV.
- A separate financial offer in US dollars and all taxes included (Pricing per page)
- A sample of related work can be a plus

NCLW will only contact the shortlisted applicants submitting the required documents above and in which there is further interest