

NATIONAL COMMISSION FOR LEBANESE WOMEN
TERMS OF REFERENCE
Lebanon

I. GENERAL INFORMATION

Consultancy Title	Translator for the 3-year Action Plan of the National Strategy for Women in Lebanon and its Monitoring and Evaluation framework
Project	LBN05NCL
Duty Station	Beirut, Lebanon
Reports to	Project Coordinator (NCLW/UNFPA), NCLW Projects Development Coordinator and NCLW Executive Director
Duration of Consultancy	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 to 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 translator to translate both the Action Plan and the M&E Framework from Arabic to 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:

- Produce a 100% accurate translation from Arabic to English
- Ensure professional translation, proofreading, and editing of all text, including figures, boxes, captions, sources, and covers;
- Pay attention to detail at all levels and check for errors (e.g. grammar, syntax, spelling, punctuation, formatting) to ensure the translated text is accurate, faithful, and consistent rendering of the original text.
- 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 after completion of translation.
- Ensure to incorporate NCLW's comments after back and forth.

III. DELIVERABLES

Expected deliverables:

- One translated document from Arabic to English of all given texts, including figures, boxes, captions, sources, and covers (average of 85-90 pages)

IV. NCLW CONTRIBUTION

To facilitate the work of the consultant, NCLW will:

- Provide the consultant with the Arabic version 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	Master's degree in Translation or a similar field.
Experience And Skills	<ul style="list-style-type: none">- At least 5 years of relevant experience as a Translator and editor.- Outstanding writing skills in Arabic and English languages- Ability to work independently and under pressure to ensure work is achieved to a high standard and promptly.- Strong familiarity with gender-related terminologies.- Strong familiarity with M&E terminologies- Previous experience with governmental entities is a plus
How to apply	Interested candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb no later than December 11, 2023, at midnight (Beirut time), ensuring the subject line is denoted with the heading:

“NCLW/UNFPA –Translator”, 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