

Terms of reference
Proofreader and Translator– NAP II for UNSCR 1325 on WPS
National Commission for Lebanese Women (NCLW)

Job title	Proofreader and Translator – Lebanon Second National Action Plan on UNSCR1325 on Women, Peace and Security.
Organization	National Commission for Lebanese Women (NCLW).
Project title	Support the National Women’s Machinery (NCLW) in coordinating and monitoring the implementation of the 1325 NAP.
Purpose	Engage the services of a Proofreader and Translator to edit, translate, and ensure the quality, clarity, and consistency of the Second National Action Plan (NAP II) in both Arabic and English.
Duration	December 2025
Budget	To Be Determined
Reporting to	NCLW Executive Board Secretary and NCLW Executive Director.

About NCLW

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

As the National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women in Lebanon. NCLW serves as a consultative body for the government and national councils and institutions on women’s issues, including gender-based concerns.

As part of its work on the Women, Peace, and Security agenda, NCLW has been mandated on March 27, 2024, by the Presidency of the Council of Ministers to coordinate the development of the Lebanon Second National Action Plan (NAP II) on the UNSCR 1325.

Following a thorough development process, NCLW is currently seeking to engage the services of a **proofreader and Translator**, under its joint project with UN Women, to review and refine the document of the Second National Action Plan (NAP II) on UNSCR 1325. The proofreader and translator will ensure that both documents meet the highest standards of accuracy, clarity, and professionalism in both Arabic and English.

Duties and responsibilities

The service provider will have the following responsibilities:

1. Proofreading Tasks: (Arabic)

- Ensure grammatical, typographical, and stylistic accuracy of the 1325 NAP II document in Arabic.
- Carefully review the text for errors in grammar, syntax, spelling, punctuation, and formatting to ensure accuracy, clarity, and consistency.
- Ensure consistency in terminology, acronyms, names of institutions, legal references, and figures throughout the Arabic document.
- Review and edit texts written in Arabic.

2. Translation and editing Tasks: (English)

- Accurately translate the 1325 NAP II document from Arabic to English, preserving the original tone, intent, and context.
- Ensure professional translation, proofreading, and editing of all text, including titles, headings, figures, boxes, captions, sources, and covers;
- Producing a highly accurate translation into English from Arabic.
- Ensure consistency in terminology between Arabic and English, particularly for WPS, gender, legal, and institutional terms.
- Revise and proofread the English version after translation, ensuring it is free of linguistic and typographical errors.

3. Coordination and Review:

- Work closely with the NCLW team to incorporate feedback and ensure alignment with project goals.
- Revise documents as needed based on multiple rounds of feedback.

Final Deliverables

1. Finalized, proofread documents of the 1325 NAP II in both Arabic and English.
2. Documents delivered in editable Word format.

Reporting

Periodic meetings will be held between the Proofreader and Translator and NCLW to ensure workflow alignment and address challenges.

NCLW will provide the Arabic version of the National Action Plan (**The documents in Arabic, approximately, in Word version, are around 80 pages – approx. 28,000 words.**).

Payment Methods

The total payment will be divided as follows:

- 30% upon final delivery of the documents in Arabic Version
- 70% upon final delivery of the documents in English Version

Expected background and experience

The assignment requires the following qualifications and experience from the proofreader and Translator:

1. A degree in Translation, Linguistics, Literature, or a related field.
2. Advanced proficiency in Arabic and English, with proven experience in translation and proofreading.
3. At least five years of work experience in translation and proofreading.
4. Familiarity with gender-related and policy terminology is an asset.
5. Experience working with governmental entities or international organizations is a plus.

Submission guidelines

Interested candidates should apply and submit the below-mentioned documents to the email address info@nclw.gov.lb no later than **November 23, 2025**, at midnight (Beirut time), ensuring the subject line is denoted with the heading: **NCLW_NAP II_1325_Proofreader and Translator**, including the following:

1. An updated CV.
2. A portfolio showcasing related work and similar projects.
3. A separate financial offer in USD **(rate per word), (for proofreading and for translation)**, inclusive of all taxes

Only shortlisted candidates will be contacted.