

NATIONAL COMMISSION FOR LEBANESE WOMEN

TERMS OF REFERENCE

I. <u>GENERAL INFORMATION</u>	
Consultancy Title	Translator
Project	Driving forward the implementation of the WPS agenda in Lebanon
Duty Station	Beirut, Lebanon
Reports to	NCLW Executive Director
Duration of consultancy	2 months

II. BACKGROUND AND PURPOSE OF CONSULTANCY

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the presidency of the Council of ministers.

As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

The Government of Lebanon is committed to the implementation of UNSCR1325 and has shown its commitment by developing a Lebanon National Action Plan (NAP) to implement this significant Resolution.

In 2017, the Presidency of the Lebanese Council of Ministers requested the National Commission for Lebanese Women (NCLW) to develop a NAP on UNSCR 1325.

On 12 September 2019, the Council of Ministers endorsed the NAP1325 on Women, Peace and Security (WPS).

A monitoring and evaluation framework for the Lebanon NAP1325 has been developed and includes specific indicators to measure progress at the strategic priority level and the intervention level over four years.

Therefore, and to ensure efficient and transparent information sharing and knowledge leveraging among stakeholders and partners, NCLW is seeking to contract a Translator who shall be having outstanding translation and language skills in both Arabic and English.

III. SCOPE OF WORK (services, activities, or outputs)

Based on the above and under the overall guidance of NCLW Executive Director and in close coordination with NCLW Projects Development Coordinator and UN Women focal points, the expert will undertake the following duties:

- Producing a 100% accurate translation into and from Arabic and English.
- Editing texts in Arabic and English produced by NCLW line management for internal and / or external use.
- Translating all information related to the components of this project in Arabic and English with a special focus on the third component (such as information knowledge material, studies, research, website material, press releases and concept notes etc.).
- Ensuring language excellence and proofreading language accuracy.
- Upholding confidentiality.

IV. MONITORING AND PROGRESS CONTROL:

Milestone	Deliverables	Timeline
Translating and editing from / into Arabic / English material and documents produced within the scope of the project components	Material and documents translated and edited	The deadline of submission for each assignment will be indicated with the instructions for each assignment
Translating any document requested by NCLW line management from / into Arabic / English	Requested documents translated	The deadline of submission for each assignment will be indicated with the instructions for each assignment

NCLW will ensure support as follows:

- Provide consultant with needed reference documents.

V. REQUIRED QUALIFICATIONS

Qualification	<ul style="list-style-type: none"> • A minimum requirement of a bachelor degree in Translation or Interpretation from an accredited university in Lebanon.
Professional Experience	<ul style="list-style-type: none"> • At least 3 years of relevant experience as an official translator and editor or interpreter.

	<ul style="list-style-type: none">• Ability to work independently and under pressure to ensure work is achieved to a high standard and in a timely manner.• Strong familiarity with gender-related terminology. (Expertise in gender and human rights translations is a plus)
Language and other skills	<ul style="list-style-type: none">• Exceptional writing skills in Arabic and English languages. (A knowledge of a third language is a plus)

VI. APPLICATION PROCESS AND DEADLINE

Interested consultants must submit the following documents to demonstrate their qualifications:

- A cover letter explaining their suitability for the work and their ability to meet the requirements.
- An updated and relevant personal Curriculum Vitae.
- A financial proposal in US dollars.

Interested candidates should send the requested documents to info@nclw.gov.lb and refer to the job title “Translator” by October 28, 2021.

Applications received after the closing date will not be considered.

Incomplete submission will be a ground for disqualification.