

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

**TERMS OF REFERENCE
Lebanon**

I. GENERAL INFORMATION

Consultancy Title	Consultant for Translating and editing the 4 annexes of CEDAW report from Arabic to English
Project	LBN04NCL Enhancing National Women Machinery Capacities for Advancing Gender Equality
Duty Station	Beirut, Lebanon
Reports to	National Director (NCLW)
Duration of Consultancy	From November 10 2019 to November 20 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 translate and edit from Arabic to English the prepared annexes for the 6th periodic CEDAW report of the Lebanese State. 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: **Translate from Arabic to English the 4 annexes of the CEDAW report.**

Annex 1	2662 word in Arabic
Annex 2	2805 words in Arabic
Annex 3	1590 words in Arabic
Annex 4	6972 words in Arabic

Total is approximate to:	14029 Words in Arabic
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NCLW will send the final documents prepared and edited in Arabic to the translator / editor from Arabic to English for NCLW to receive the end product final.

The document is of 14029 words i.e 56.116 pages (one page =250 words).

1. Translate and edit the 4 annexes of the CEDAW report from Arabic to English and ensure that they are error-free and readable.
2. Ensuring consistency in presenting the documents.
3. Ensuring the readability and clarity of all sentence.

IV. FINAL DELIVERABLES

The consultant will be expected to deliver the following:

- The final version of the 6th CEDAW report annexes in English, grammatically correct and without typos.

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 4 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 translation from Arabic to English.
Experience	<ul style="list-style-type: none"> • Experiencing in publishing and/or editing preferred. • Excellent communication and interpersonal skills. • At least 4 years of increasingly responsible experience in translating reports and official documents. • Experience in translating reports from Arabic to English; • Extensive experience with Public Administrations and UN work is desirable.
Competencies	<ul style="list-style-type: none"> • Clearly Communicating information and ideas ; • Proven translation expertise; • Job knowledge/technical expertise; • Results orientation/Commitment to excellence.
Language requirements	Fluency and excellent writing skills in English.
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 translation/editing of 250 words by page.**
- The CV+ Cover letter clearly stating the availability to deliver the final copy of the translated and edited annexes by November 20 2019 , should be submitted to the following email address: info@nclw.gov.lb; **no later than 5 november at noon (Lebanon time)**.
 - Please indicate the following title under subject when submitting applications: **“Immediate Recruitment: Consultant for Translating and editing the 4 annexes of CEDAW report from Arabic to English**
 - NCLW will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest.