

## Terms of reference *Translator*

### “P-VAWG Preventing Violence against Women and Girls in Lebanon” Project

## National Commission for Lebanese Women (NCLW) September 2021 – August 2022

### Brief About NCLW

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.

### Brief description of the project

NCLW is implementing the “P-VAWG Preventing Violence against Women and Girls in Lebanon” project in partnership with GIZ.

The project entails 3 components:

- Data Collection on GBV and SGB.
- Strengthening NCLW’s coordinative role as to GBV in Lebanon.
- Improving the performance of Social Workers at SDCs to enhance their capacities in dealing with GBV cases.

### Consultancy Purpose

The Translator will make all information related to the project available in at least two languages (Arabic and English). She/ He will also assist the project team on the translation work.

### **Key Responsibilities**

- Producing a 100% accurate translation to and from English and Arabic.
- Editing texts in English and Arabic produced by team members for internal or external use.
- The translator will all information related to both components of this project available in English and Arabic (such as newsletters, media posts, invitations, captions of videos, surveys, KIIs questions, focus groups questions, reports, policy brief summaries....
- Ensuring language excellence and proofreading content.
- Working within the required deadlines.
- Upholding confidentiality and completing the translation perfectly and promptly.

### **Key Competencies**

- University degree in Translation.
- At least 3 years of relevant experience as an official Translator and editor
- Exceptional writing skills in Arabic, French and English languages.
- 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.

### **Application and Submission guideline**

Interested candidates in this position should send their CV along with a financial offer and outline of the methodology to be implemented to [info@nclw.gov.lb](mailto:info@nclw.gov.lb) and include the job title mentioned above in the email subject by September 10, 2021. Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.

### **Consultancy Period**

Up to 10 Days