

TERMS OF REFERENCE

Activity Title	Language Editor for the WICL Manual
Duration:	February – March 2026
Estimated Level of Effort:	5 working days
Duty Station	Manila (with hybrid/virtual meetings as needed)
Reports to:	Senior Program Officer

I. Background

The Justice Sector Coordinating Council (JSCC) through the Supreme Court Committee on Gender Responsiveness in the Judiciary (CGRJ), with support from the FAIR Justice Program, is developing the Manual and Protocol for Women in Conflict with the Law (WICL). The initiative seeks to promote a gender-responsive, inclusive, and rights-based approach across all stages of the criminal justice process.

To ensure that the WICL Manual reflect real experiences and operational realities, Women Restored to Liberty (former Women Persons Deprived of Liberty) will be invited as resource persons during the WICL Manual Validation. Their participation will provide first-hand insights into the justice system, helping the Technical Working Group (TWG) and Committee members validate, refine, and finalize the draft documents.

II. Purpose of the Assignment

To edit and refine the WICL Manual into conversational Filipino that is easy to understand, empowering, and rights-affirming for WICLs, without altering the intended meaning of the content.

III. Scope of Work

The Language Editor will work closely with FAIR Justice and the TWG Core Group to:

1. **Review and edit the full WICL Manual** to improve clarity, flow, consistency, and readability in conversational Filipino.
2. **Ensure respectful and empowering tone** that reflects dignity, gender responsiveness, and non-stigmatizing language.
3. **Maintain fidelity to legal and procedural meaning**, ensuring that edits do not change substantive guidance, rights, or procedures.

4. **Standardize terminology** across the Manual (e.g., justice system stages, roles, offices, and common legal terms) and propose a short glossary where useful.
5. **Flag ambiguous or technical passages** that may require TWG clarification or rephrasing for accessibility.
6. **Integrate consolidated comments** from FAIR Justice and TWG Core Group during the editing period.
7. **Submit the final edited Manual** in an editable format with track changes and a clean version.

IV. Key Editing Principles

The Language Editor will apply plain-language and empowerment-focused editing to support comprehension and agency of WICLs. The edited Manual should help readers answer, in their own perspective:

1. Do I understand my rights at each stage of the criminal justice system?
2. Do I feel seen, respected, and protected as a woman with dignity?
3. Does this Manual help me make choices, ask questions, and assert my rights safely?

V. Deliverables

Within the 5-day engagement, the Language Editor will submit:

- **Edited WICL Manual (with Track Changes)** in conversational Filipino.
- **Clean version of the edited Manual** (no Track Changes).
- **Proposed terminology list or short glossary** (1–2 pages) of consistent Filipino terms for repeated justice system concepts.
- **Brief editing notes** (1–2 pages) summarizing major changes, recurring clarity issues, and flagged items requiring TWG decisions.

VI. Duration and Level of Effort

- **Total duration:** 5 working days
- **Level of effort:** Full-time equivalent across the 5 working days, schedule to be agreed with FAIR Justice.

VII. Coordination and Reporting

The Language Editor will coordinate with and report to the SPO for Judicial Efficiency and Innovation, and the FJ Communications Officer. The Editor will work in close collaboration with:

- TWG Core Group (for technical accuracy and terminology decisions)
- FAIR Justice team members as designated for technical coordination and consolidation of inputs

VIII. Required Qualifications

- Native or near-native proficiency in Filipino, with strong plain-language writing skills
- Demonstrated experience editing or writing public-facing materials in Filipino, ideally on rights-based, gender, or legal topics
- Ability to translate technical concepts into accessible language without loss of meaning
- Strong attention to detail and ability to work with Track Changes and version control
- Sensitivity to trauma-informed, non-stigmatizing, and gender-responsive language

IX. Professional Fees and Payment

- **Professional fee:** Php 5,000 per day (inclusive of tax)
- **Total contract amount:** Php 25,000 for 5 days
- Payment will be made upon submission and acceptance of deliverables, subject to FAIR Justice administrative requirements (e.g., invoice/OR and applicable tax rules, if any).

X. Confidentiality and Data Protection

The Language Editor shall treat all documents and information related to the WICL Manual and validation process as confidential. Files shall not be shared outside the assignment without written authorization from FAIR Justice.

XI. Ownership of Outputs

All edited materials and outputs produced under this TOR shall be the property of FAIR Justice and the TWG partners for the purposes of finalizing, approving, and rolling out the WICL Manual.