

TERMS OF REFERENCE (TOR)

**Terms of Reference for consultancy for Sign language interpreters
Translation/Interpretation Services for UNICEF and Implementing Partners responding to the
Venezuelan Migration Crisis and Regular Programmes in Education, Protection and Adolescent
Development**

<u>Country Office:</u>	Guyana
<u>Section:</u>	Emergency
<u>Consultancy title:</u>	Sign language Interpretation Services (Re: Support for UNICEF and Implementing Partners responding to the Venezuelan Migration Crisis and Regular Programmes in Education, Protection and Adolescent Development Emergency Officer)
<u>Supervisor:</u>	Emergency Officer)
<u>Duration of Contract:</u>	March 1 –December 31, 2020 A minimum of 10 days per month for one year based on agreed assignment

Objective:

The objective of the assignment is to provide sign language services to UNICEF and or partners for responding to the Venezuelan Migration Crisis and regular programmes.

Background:

UNICEF Guyana and Suriname Country Office is currently supporting the Government of the Co-operative Republic of Guyana and Civil Society Organisations (CSOs) on key measures related to the migration of Venezuelans to Guyana. These measures include services in Water and Sanitation, Lifelong learning and Child Protection. Therefore, in order for partners (both Government partners and Civil Society) to provide a range of services to both citizens of host communities and migrants, the country office is seeking the services of a for the provision of sign language services (interpretation and translation).

Scope of Work:

The translator/interpreter will undertake the following duties and responsibilities.

- Provide translation/interpretation services for UNICEF and Implementing partners and when required submit translation in word processed documents, incorporating any suggested changes as may be recommended.
- Provide verbal translation services to facilitate access to social services- e.g. in health, police and child protection services for indigenous migrants and host communities;
- Share draft field reports of translation/interpretation activities with partners/UNICEF;
- Incorporate suggested changes to the field reports- as may be recommended;
- Complete the work within the agreed timeline and submit the final translation in soft copy.

Expected Results: (MEASURABLE RESULTS)

- Accurate Reports from translation/interpretation for UNICEF and or partners are available within 24/48 hours of the activity.

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Required qualification and Experience:

- Guyanese national
- At least 10 years experience in translation/ interpretation service (with examples of where these services were used) with government coordinated interventions in hinterland communities
- Other Proven skills in translation and interpretation focusing on social cohesion and community mobilization in the hinterland
- Ability to interact with ease with UNICEF's Implementing Partners and interpret/ translate with accuracy;
- Ability to work independently and capacity to reach all identified cases by UNICEF and Implementing Partners;
- Willingness to travel to out-of-town areas (when needed).
- Ability to interact with ease with UNICEF's Implementing Partners and interpret/ translate with accuracy;
- Ability to work independently and reached for all cases;

Competencies:

- Excellent team work skills
- Ability to work independently and beyond the call of duty
- Ability to network and provide logistical coordination for field work

Ethical Consideration:

To ensure that the key ethical principles for the conduct of translation/interpretation services are followed, especially relating to children and adolescents, all stakeholders involved will be given full information about the institutional consultancy services and all information collected will be kept confidentially being only accessible to partners and UNICEF.

Data Management:

The absolute safety of all data will be a priority i.e. no information collected/reviewed for this exercise or data to which the contractor is privileged during/beyond time of this consultancy can be shared and or used by the contractor, neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval, in writing, from all stakeholders jointly.

Procedures and Logistics:

- Consultant will use her/his computer and other equipment
- Consultant will submit deliverables in electronic form to partners (and in some cases, with a copy to the clients of the service) and UNICEF.
- UNICEF will fund all traveling outside of Georgetown and its environs.

Conditions:

- Prior to commencing the contract, the consultant will be required to sign a Health Statement and to document that s/he has appropriate health insurance, if applicable. The consultant will be responsible for the accuracy of that statement

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- The consultant is expected to work with the UNICEF Guyana and partners for day to day issues, logistical arrangements. The assignment will be supervised by the Emergency Officer of UNICEF Guyana, and closely work with the steering committee.

Method of Payment:

- The fee will be based on the negotiable rate and paid in tranches based on the agreed deliverables and timelines.

Requirements

- Please share evidence of examples of your work in translation/interpretation when submitting your application.

UNICEF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.