TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT - LONG-TERM AGREEMENT

Individual Consultancy Services: Long-Term Agreement (LTA) for Engagement of Individual Consultants as Translators and Interpreters.

Duty Station: Home-based consultancy contract

Duration of LTA: **Initial one year, with the possibility of extension for up to two additional years.**

Row Number and description from approved Consultancy Plan: NA

1. BACKGROUND / RATIONALE

The humanitarian situation in Myanmar has been deteriorating rapidly under the current unfolding crisis and emergency. All needed supports are now being provided to the most affected population in conflict areas by all development partners, UN agencies and humanitarian community. Child Protection (CP) interventions are specifically led by UNICEF through its case management and referral mechanism through various specialised services with the decentralized approach of protection system strengthening and localization in close collaboration with the existing partnerships vitalizing sub-national CSOs, CBOs and I/NGOs.

2. PURPOSE OF ASSIGNMENT

The purpose of the assignment is to support UNICEF Myanmar's programme sections in the rapid and high-quality technical translation of programme related documents, as well as verbal interpretation either way of consecutive or simultaneous when required.

3. PROGRAMME AREA AND SPECIFIC PROJECT AREA

UNICEF Myanmar Country Office (MCO) is seeking individual/s specialized in translation and interpretation services to ensure that all materials developed by UNICEF Child Protection and other programme sections are translated and interpreted to the highest quality in both English and Myanmar languages.

The program and specific project areas to be supported are principally targeting population in need from IDP camps and in host communities with the holistic program focusing on a strategy building local capacity and resilience enhancing existing networks, para social and legal workers, community volunteers, community-based child protection, gender equality, disability inclusion/referral, accountability to affected population, prevention from sexual exploitation and abuse, assessment of protection needs with service mapping amongst localized protection networks and field level coordination, etc.

It covers child protection system strengthening in emergency through several thematic lines covering case management, social service workforce, mental health and psychosocial support, legal aid and justice for children, primero and CP information management system (IMS), legal analysis and policy guidelines, child protection in emergency (CPiE) service, reintegration support to unaccompanied and separated children, support to children affected by armed conflict including explosive ordinance risk education, landmines and victim assistance, monitoring and reporting mechanism, child labor, safe migration and anti-trafficking of children. This LTA services will also support translation and interpretation needs arising from any other UNICEF programme sections, including engagement with high level advocacy with multiple donors, and line ministries on occasional meetings for the purpose of workplans discussion and extensions, quarterly progress report submissions, cooperation and coordination events.

4. OBJECTIVE(S)

The overall objective is to set up a Long-Term Agreement to facilitate and expedite the process by which UNICEF in Myanmar will hire specialist translators and interpreters as required for specific projects to support with consecutive/ simultaneous interpretation as well as work on a range of documents and training material where translation is required such as brochures, videos, PowerPoint, Word, and Excel documents.

The specialist translators will be able to provide oral interpretation with a large range of stakeholders in partnership with programme focal points across UNICEF and work with international and local consultants including standby partners and child protection thematic focal colleagues. They will also be able to support interpretation in online meetings, instant interpretation, using translation chambers and booths, etc. The specialist translators will also work closely with the UNICEF team to translate meeting notes, workshop records, training curriculums and capacity-building materials.

The specialist translators will mostly work on a day-to-day basis with the workload managed by the Child Protection team; however, they will also work closely with programme focal colleagues on different thematic components together to ensure that they can meet section priorities as per the needs and urgencies.

5. MAJOR TASKS TO BE ACCOMPLISHED

Responsibilities of the Consultant:

Successful respondents must provide **instant interpretation** during UNICEF pogramme events and deliver **well-translated documents** with edited content for messages on website, media, training materials, advocacy, assessments, reports and related documents. Tasks include work related to the following programs, **but are not limited to those under the Child Protection section**, as support may be required across all UNICEF programme areas:

- **Support various program components including Child Protection**: UNICEF MCO Child Protection has been accelerating and expanding its program through Child protection System Strengthening (CPSS) to support children in need under current emergency under various thematic areas spearheading but not limited to Case Management system, Social Service Workforce enlargement, CP IMS, Primero, MHPSS, UASC, GBV, Justice for Children, Anti-trafficking, Safe Migration, Child Labor, PSEA, CPiE, CP AoR, MA AoR, PSEA and CAAC/ CAAFAG/ Reintegration/MRM/Mine Action, EORE and Victim Assistance, etc.

- **Assessing protection needs and service mapping**: In this activity the specialist translators are expected to translate the interface of the protection survey forms, e-assessment tool, questionnaire, facilitated discussions and inquiries in addition to the reports, inputs and feedback provided by the CP Field Officers in close collaboration with various implementing partners.

- **Advocacy and 2engagement**: The specialist translators will be expected to provide paper-based translations of workplans, evaluation tools, and reports and assist in both consecutive and simultaneous interpretation from Myanmar to English and vice versa during the workshops, trainings and meetings with the relevant line ministries and counterparts as well as with donors and development community.

- **Miscellaneous materials**: It includes assessments, relevant reports, studies, training material and non-CP related documents of all UNICEF programme sections beyond Child Protection, based on organizational needs.

Responsibilities of UNICEF:

UNICEF responsible staff(s) will supervise the specialist translator(s) in the following areas:

- Monitor incoming translation requests, identify urgency, and assign them to the specialist translator(s).
- Ensure fair distribution of workload.
- Follow up on the completion of tasks.
- Receive and review invoices submitted by the specialist translator(s).
- Submit invoices to the program associate.
- Provide all details pertaining to the task requirements.

6. DELIVERABLES

Sr. No.	category (If applicable)	Deliverable
1.	Translation of documents Myanmar to English and English to Myanmar	Well-translated and edited content for website, media, advocacy, training, and workshops including but not limited to assessments, reports, presentations, studies, curriculums, lesson plans, content frameworks, work plans. Documents can be in the form of Microsoft files, Dashboards, Videos, and other.
2.	Consecutive and Simultaneous interpretation	Consecutive and Simultaneous interpretation from Myanmar to English and English to Myanmar during workshops, trainings, meeting, high level donors' visits.
3	Note taking	Taking notes from Myanmar to English and English to Myanmar during workshops, trainings, meetings, webinars, Community of Practice (COP) forums, high level donors' visits, advocacy and policy level discussions with relevant stakeholders.

7. CHILD SAFEGUARDING

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

☐ *YES* ☒ *NO* *If YES, check all that apply:*

Direct contact role ☐ *YES* ☒ *NO*

If yes, please indicate below the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ *YES* ☒ *NO*

If yes, please indicate below the number of hours/months of manipulating or transmitting personal identifiable information of children (name, national ID, location data, photos):

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

8. TRAVEL (OPTIONAL):

The assignment is home-based. Should any in-country travel be scheduled, the consultant will be reimbursed based on actual approved and authorized travel. UNICEF will reserve funds to cover this. This amount does not have to be included in the proposal.

9. ESTIMATED DURATION OF LTA

The duration of this LTA would be initially one year, with the possibility of extension for up to two additional years. starting from 01 January 2026.

10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED (Please use as applicable)

Category 1: Translation of documents from Myanmar to English and English to Myanmar

- A minimum of 5 years of experience in English language, English literature, Communications, Journalism, is mandatory.
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience in the following fields: Translation studies, Linguistics, English Language and Literature, any relevant social science and/or developmental science.
- Fluency in written and oral Myanmar and English are required.
- Experience in instant interpretation from Myanmar to English and English to Myanmar.
- Experience in translating child protection materials for the I/NGOs and/or UN Organizations is desirable.
- Good understanding of Child Protection terminology particularly law, policy, regulation, directives and procedures under existing legislation, and programme contextual background under ongoing emergency in Myanmar would be an asset.
- Experience in using Microsoft Office i.e., Word, Excel, PowerPoint, Teams.
- Experience and quality of work demonstrably meet the highest international standards.
- Ability to analyze, plan, communicate effectively orally and in writing draft reports.
- Capability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.

Category 2: Instant translation and interpretation from English to Myanmar and Myanmar to English

- A minimum of 5 years of experience in English language, English literature, Communications, Journalism is mandatory.
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience in the following fields: Translation studies, Linguistics, English Language and Literature, any relevant social science and/or developmental science.
- Fluency in written and oral Myanmar and English are required.
- Experience in instant interpretation from Myanmar to English and English to Myanmar.

- Experience in translating child protection materials for the I/NGOs and/or UN Organizations is desirable.
- Good understanding of Child Protection terminology particularly law, policy, regulation, directives and procedures under existing legislation, and programme contextual background under ongoing emergency in Myanmar would be an asset.
- Experience in using Microsoft Office i.e., Word, Excel, PowerPoint, Teams.
- Experience and quality of work demonstrably meet the highest international standards.
- Ability to analyze, plan, communicate effectively orally and in writing draft reports.
- Capability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.

11. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of 70:30. The criteria for technical evaluation will be as follows:

Criteria	Marks	
	Min	Max
1. Cover Letter – Explaining the motivation for applying and explaining how the qualifications and skill set of the candidate are suitable for this position.	8	14
2. Relevant educational qualifications of the candidate.	12	18
3. Relevant work experience.	12	18
4. Work Samples– This includes two previously translated 1 to 3 pager documents from Myanmar to English or English to Myanmar.	18	20
TOTAL TECHNICAL SCORE The minimum overall qualifying score is 50. Only those candidates who meet the overall qualifying marks of 50 and score the minimum cut-off in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financials will be opened.	50	70
Financial Score		30
TOTAL		**100**

12. PAYMENT SCHEDULE

The LTA to be signed will have a fixed fee rate for initial 1 year. However, UNICEF does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.

13. CONTRACTS CREATED AGAINST THE LTA.

Whenever translation and interpretation services are required, details of the requirement/deliverables including quantities and deadlines will be presented to the top-ranking LTA holder. Should this consultant not be available for this assignment, UNICEF will contact the second-ranked consultant and so on.

Upon receipt of confirmation of availability and interest in the assignment, a contract will be issued with the prices/fees agreed in the LTA. The consultant must sign the contract prior commencement of work. A candidate may be awarded LTA for one or more than one category.

Payment will be made after completion of deliverables and submission of invoices for the actual work completed, subject to satisfactory performance.

14. FINANCIAL PROPOSAL: [The LTA Contract Manager will indicate the Financial Proposal template to be used for submission as a separate document]

Description of service	Unit	Price per unit (USD)	Please indicate the maximum number of words per page and expected number of pages that can be translated per day.
• Translation of documents from Myanmar to English .	per Page		
• Translation of documents from English to Myanmar.	per page		
• Consecutive and simultaneous interpretation between Myanmar and English **If the work requires less than 5 hours, the half-day rate will apply (50% of the agreed full day rate).	Full Day		
• Note taking **If the work requires less than 5 hours, the half-day rate will apply (50% of the agreed full day rate).	Full Day		

How to apply:

The application to be submitted through the online portal should below documents:

i. A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate **(to be uploaded online)**

ii. Curriculum Vitae (CV) **(to be uploaded online)**

iii. Two Work Samples – This includes two previously translated 1 to 3 pager documents from Myanmar to English or English to Myanmar. **This attachment is mandatory. (To be uploaded under other supporting documents).**

iv. A financial proposal indicating professional fee as per attached template. Please do not forget to specify your name in the file while saving. **(To be uploaded under other supporting documents).**

Without all the above documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Female candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.