

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**  
**NATIONAL CONSULTANT- TRANSLATION SERVICES**

**1. Background:**

The UNICEF Mongolia Country Office works in close partnership with the Government of Mongolia, NGOs and local communities to ensure the realization of the rights of every child in Mongolia. UNICEF works to ensure that children enjoy the rights guaranteed to them in the Convention on the Rights of the Child (CRC). In the current Country Program (2017-2022), UNICEF Mongolia is driven by an overall objective of ensuring better equity for all children in Mongolia, especially the most disadvantaged, and the creation of a policy environment for the promotion and protection of their rights.

In implementing its Country Program, UNICEF Mongolia regularly publishes advocacy materials, studies and evaluations to communicate with donors and the general public. These activities frequently require written translation from English to Mongolian and vice versa.

Thus, UNICEF Mongolia CO seeks part-time highly qualified translators for the translation of the communication materials from Mongolian to English, English to Mongolian.

**2. Purpose of Assignment:**

The part-time consultant is to provide quality written translation services in the areas of Education, WASH, Health, Nutrition, Child Protection, Climate Change as well as Economy, Data and Statistics, Public Finance and Management. The translator will be responsible for ensuring the documents are translated and edited timely, accurately, coherently, consistently, and appropriately, in line with UNICEF and UN terminology.

**3. Scope of Work:**

Under the guidance of the HR Officer and supervision of the direct officers, the translator provides high quality translations of various official documents, communication materials and other UNICEF materials.

- Texts for translation will include but not limited to publications, documents, manuals, brochures, reports, presentations, communications and outreach materials, and content for UNICEF's web and social media platforms.
- Translations/editing is done keeping in mind culture, gender, and other diverse sensitivities as per UNICEF guidelines.
- Expected to complete a comprehensive translation/ editing of the materials provided ensuring clarity and correctness while considering the sensitivity of alternative care jargon and respecting the intentions of the writers and experts.
- The final document should also follow the same format/design of the original document unless it is agreed otherwise.

- Expected to verify that in the case of longer documents each chapter or section reads well by establishing flowing tones, cohesion, and proper structure and to deliver a final product in a timely manner and of publishable quality.
- Present at the briefing on specific projects and issues to be covered based on national and state priorities where required.
- Demonstrate a client-oriented approach, tact and ability to work with people of different national and cultural backgrounds.
- Ensure effective and efficient provision of services, full confidentiality in all aspects of assignment, management of information flow and follow-up on deadlines and commitments made.
- Occasionally, the interpreter will be required to do simultaneous/consecutive translations for informal internal meetings.
- Any other translation and/or interpretation duties as required.

#### 4. Programme Area and Specific Project Involved:

All programme areas and sections.

#### 5. Contract duration: 11.5 months

#### 6. Type of engagement:

☐ Deliverable based (home based) ☐ Full-time, office based ☒ Part-time, office based

#### 7. Deliverables, Timeframe and Payment Schedule:

The consultant will be tasked on an ad hoc basis as and when needs arise. Specific deliverables and delivery time will be agreed separately.

Description	Unit of Measure	Delivery Time
Written translation	1,000 words (original document word count)	through proposal

The consultant will be paid upon the presentation and acceptance of the satisfactory monthly progress report with the completion of key deliverables.

#### 8. Project Management:

Direct supervisor: HR Officer

Feedback on quality and timeliness of outputs will also be provided regularly to improve the performance of individual.

#### 9. Qualifications and requirements:



- University degree in linguistics, English translation, interpretation, or any relevant field is required, or equivalent certification.
- Proficiency in English and Mongolian is required.
- At least 5 years of proven record of working experience as a written translator and interpreter in solid translation work.
- Solid writing skills with demonstrated ability for logical and analytical writing and translating technical language in concise, clear, and appealing way
- Previous experience of translating/editing/copywriting UNICEF documents and publication products an asset
- Proven computer literacy in using MS Word and its edit features
- Ability to work on demand, multi-task and deliver ahead of tight deadline
- Strong communicator with good interpersonal skills
- A good background knowledge of UN and UNICEF's mandate and mission as well as programmes an asset

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**Note:** Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.