

Individual Consultant: Editing, translation and proof-reading services for COVID-19 communication products (PART TIME) - Open to Indian Nationals only

Duty Station: Home based

Contract Duration: 11 months (part-time)

Closing Date: 16th September 2021

1. BACKGROUND / RATIONALE

In May 2021, India was severely hit with second wave of COVID-19 pandemic. As of early August 2021, there are 31.7M reported cases and total 425K. The situation in India is still alarming and priority support is required to ensure the Government of India is supported to combat the continued outbreak. Factors that contributed to the second wave include poor compliance with COVID-19 Appropriate Behaviours (CAB), complacency and non-adherence to preventive behaviours along with widespread mis/dis-information.

As part of the response to COVID – 19, UNICEF India is working in close coordination with Ministry of Health and Family Welfare, WHO and other partners and is actively engaged in the design, planning, implementation and monitoring of the advocacy, communication, community engagement and social mobilization strategy aimed to inform, engage, empower and enable diverse Indian population to use protective behaviours, address the anxiety, fear, stress, and helplessness, and accept and uptake COVID-19 vaccine at national and state level. UNICEF India successfully implemented activities which contributed to the Government of India's comprehensive COVID-19 Risk Communication and Community Engagement Strategy. In light of the comprehensive support needed from the government, there is an immediate need for a translator to support the production of multi-lingual communication materials.

2. PURPOSE OF ASSIGNMENT

The Consultant is expected to edit, translate and proofread of the risk communication materials in Hindi and English. The consultant will also support in writing the stories, reports, publications and content editing in English and Hindi. The consultancy is home based and expected to work under the guidance of C4D Specialist.

3. OBJECTIVE/S

The objective of the assignment is to provide language, text support in English and Hindi. The person will be responsible for editing, conduct translation Hindi to English and English to Hindi, cross checking the translation and proofreading of the communication products on COVID-19 sensitive and specific practices. In addition to this, the consultant will also support in writing/editing stories, reports and publications content in English and Hindi.

4. MAJOR TASKS TO BE ACCOMPLISHED

The major task is to provide support to perform translation and proofreading of the COVID-19 communication products in Hindi and English. The Consultant is needed to ensure that the developed stories, translated or adapt products are culturally & socially relevant and appropriate for the target audience.

5. DELIVERABLES AND DEADLINES

S. No.	Major Tasks	Deliverables	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
1.	- Provide timely technical support in editing, translating, proofreading, of various communication products from English to Hindi and	Quality standards (checklist) developed and applied for various communication products. At least 15 to 25 communication products are developed, translated,	Throughout the consultancy	No Travel required

	<p>vice versa on COVID 19 specific and sensitive practices in close coordination with UNICEF, Partners and MoHFW.</p> <ul style="list-style-type: none"> - Communication materials review and editing for language proficiency and content. - Develop stories in Hindi and English - Editing, translation and proof reading of donor reports, publications such as case studies...etc. 	<p>proofread and quality control done in Hindi and English on COVID specific and sensitive practices and facilitated the endorsement of the materials by MoHFW.</p> <p>Up to 5 a month</p> <p>Up to 5 a month</p> <p>At least 3-4 publications, reports a month upon request.</p>		
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6. DUTY STATION

Home based

7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)

No Travel required

8. ESTIMATED DURATION OF CONTRACT (PART TIME)

11 months is the duration of the contract from 1st October 2021 to 31st August 2022.

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- A University Degree in language translation, sociolinguistics, social and behavioral science, sociology anthropology, psychology, political science/ international development, public policy, education, communication, public relations, or other related social science field is required.
- Experience: A minimum of 5 years of professional experience in areas of linguistics and translation from English to Hindi, proof reading of Hindi communication products preferably in health sector and health emergency situations at the UN organization/international and/or large organization
- Excellent writing skills in English and Hindi, interpersonal communication.
- Demonstrated ability to balance priorities and interests to meet deadlines
- Ability to work in teams and meet tight deadlines.
- Should have own computer to share the word/pdf files of the revised communication materials in a systematic and timely manner.

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

S. No.	Criteria	Maximum	Minimum
Stage-I	(1) Language and content of cover letter - suitability for position, analytical skills, working with government or UNICEF	5	3
	(2) Relevant Education Qualifications	10	7
	(3) Relevant work experience	20	14
	Candidates who score overall 24 marks and above as well as the minimum marks in each of the criteria (1), (2) and (3) will be shortlisted for written test		

Stage-II	Test for editing and translation of sample work of around one page	35	25
	Total technical score (A)	70	49
Stage-III	Financial (B)	30	

- Candidates scoring overall 49 out of 70 marks in Technical evaluation (A) as well as the minimum marks in each of the technical criteria will be considered technically qualified and their financial offers will be opened.
- Candidate receiving maximum score after combining their Technical Score(A) and Financial score (B) will be selected.

11. PAYMENT SCHEDULE

Payment will be made on monthly basis for the translation work completed, based on the rate quoted. For payment purpose, translated words will be counted after translation.

Note: Note that same text used in multiple materials will be treated as one unit, deliverable.

HOW TO APPLY:

The application to be submitted through the online portal should contain three separate attachments:

- A Cover letter explaining suitability for position, analytical skills, working with government or UNICEF **(to be uploaded online under “Cover Letter” tab)**
- Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
- A financial proposal indicating ‘per word charges for editing, translation and proof-reading’, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 3 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.
- Women, trans, non-binary and gender diverse 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.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

UNICEF

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