**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title:** Long term consultancy for ad-hoc translations French to English, and English editing | **Funding Code:** | **Type of engagement**  Consultant | **Duty Station:**  Home based |
| **Purpose of Activity/Assignment:**  Translate texts from French to English and edit English texts. | | | |
| **Scope of work:**  **Background**  The Guinea Country Office regularly produces documents in French (reports, proposals, studies, multimedia material, etc.).  This assignment requires an experienced translator with track record in assisting UNICEF/ UN agencies to translate (from French to English) and to edit English technical documents. This entails a knowledge of development/humanitarian jargon and definitions in both languages.  **Reporting/communication lines:**  The consultant will work directly with the Communication Specialist and the Reports (Partnerships) Specialist, who will share with her/him the documents to be translated/edited.  **Deliverables:**   * translated documents in word format * edited document in word format (track changes version and clean version). | | | |
| As a rough guide, here is the quantity of new content produced in a year:   * 60 one-page articles * 6 studies/reports of 30 pages * 40 10-page donor reports * 20 10-page proposals. | | | |
| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?       YES       NO     If YES, check all that apply:      **Direct contact role** YES       NO   If yes, please indicate 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:     |  | | --- | | N/A |   **Child data role** YES      NO   If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):   |  | | --- | | N/A |   More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| *2023* | *Coordination* | | Translations require specific skills, that our team does not have. | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** N/A | | | | | N/A | |
| **Supervisor:**  Reports Specialist/Communication Specialist | | **Start Date:** 01 July 2023 | | **End Date:**30 june 2026 | | **Number of Days**  Depending on the requests |
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| **Estimated Consultancy fee** |  |
| The consultant will be remunerated per word translated into English / French and per page edited in English. Services will be invoiced on a monthly basis according to the volume of work performed. | |
| **Total estimated consultancy costs[[1]](#endnote-1)** |  |
| **Minimum Qualifications required:**  Bachelors  Masters  PhD  Other | **Knowledge/Expertise/Skills required:**   * Degree in English language/ translation or equivalent * Excellent command of English at native level and good knowledge of French * At least 5 years of translation experience, including translation of at least 50,000 words of content (portfolio provided) * Experience working with UN agencies/UNICEF * Knowledge of UN/UNICEF terminology |
| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based: |

1. Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

   Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

   **Text to be added to all TORs:**

   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.

   The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

   UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

   [↑](#endnote-ref-1)