

TERMS OF REFERENCE

The text in italics is there as a guideline – please remove it when preparing your TORs

SHORT TITLE OF ASSIGNMENT

Transcriber and Translator Tongan to English

BACKGROUND

UNICEF works with relevant partners to improve access to health and water for children among other interventions in Tonga. As part of our work, UNICEF works with local partners to ensure lifesaving vaccines reach every child in Tonga. Sometimes these journeys are treacherous. The purpose of the consultancy is to transcribe and translate audio recordings of interviews with beneficiaries.

OBJECTIVE / SCOPE OF WORK

UNICEF Pacific is looking to hire a professional contractor to transcribe and translate recordings from interviews carried out. Some of the language maybe technical and may have nuances specific to the Tongan context, the individual consultant must be able to translate them accurately.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
The contractor is required to transcribe and translate recordings of interviews carried out with communities and health care workers in Tonga.	<ul style="list-style-type: none"> • Transcribe and translate 5 audio files from Tongan to English. The average duration of each audio file is 5 minutes • Ensure that translations are equivalent in meaning and style to the original texts. • Match the translation with time stamps in the accompanying video. 		100% upon completion of the work
			<i>TOTAL 100%</i>

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

A university (Bachelors) degree in linguistics, journalism, vernacular studies or other relevant areas is required.

Experience:

- Fluency in Tongan language and English is required
- At least 1 year experience in translating and transcribing videos and audio recordings

Demonstrable Skills:

- Ability to transcribe audio accurately with time stamps;
- The Translator provides accurate, timely and stylistically appropriate translations into English;
- Ability to meet deadlines;
- Attention to detail; and
- Versatility, judgement and maturity.

Competencies:

- Experience of working with children and young people; and
- Knowledge of children's issues.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant will work remotely and will be supervised by the Communication Officer for the assignment.

ADMINISTRATIVE ISSUES

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 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.

No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.

Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

- This consultancy is for an Individual Consultant only. Please submit a **separate financial offer** along with your application/CV. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:
 - Daily fees– based on the deliverables in the Terms of Reference above
 - Miscellaneous- to cover communications and internet costs

This consultancy is home based and does not require travel.