

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (NATIONAL)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Mongolia Country Office
Remuneration level:	Consultancy remuneration fee will be determined in accordance with UNFPA policies and procedures.
Purpose of consultancy:	To provide written translations from English to Mongolian and vice versa to UNFPA Gender programme during 2024.
Scope of work: <i>(Description of services, activities, or outputs)</i>	Under the UNFPA annual workplan for 2024, the Gender equality, women's empowerment programme will require a professional and specialized translation services for planned documents. Written translations will be made in following areas. These include: <ul style="list-style-type: none"> <li>- Inter-agency case management guideline;</li> <li>- Report of the secondary analysis of national GBV survey;</li> <li>- Prevention of Sexual Exploitation and Abuse (PSEA) video presentation;</li> <li>- TOR of assessments and evaluation and their reports;</li> <li>- Ad hoc documents on the needs basis.</li> </ul>
Duration and working schedule:	The consultancy period will be during 11 March - 31 December 2024 and the consultancy services will be required based on the programme needs.
Place where services are to be delivered:	Ulaanbaatar, Mongolia Written translation services can be provided remotely since it will not require translators to be in specific place.
Delivery dates and how work will be delivered <i>(e.g. electronic, hard copy etc.):</i>	<ul style="list-style-type: none"> <li>• Report of the secondary analysis of national GBV survey (Due by March 25, 2024);</li> <li>• Case management guideline (Due by August 30, 2024);</li> <li>• PSEA video presentation (Due by August 30, 2024);</li> <li>• Ad hoc documents including TORs of assessments and evaluation and their reports to be provided on a need basis and will be communicated in due time.</li> </ul> <p>Therefore, UNFPA is looking for experienced 1-2 translators who can provide quality and professional written translation services.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Gender programme analyst and M&E analyst will perform monitoring and evaluation on delivery of the assignment and provide regular feedback, and evaluation at the end of the contract on quality and timeliness of the products.
Supervisory arrangements:	The consultant will directly report to the Gender programme analyst, UNFPA Mongolia.
Expected travel:	No travel is expected during the consultancy.

<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>The translators are responsible to provide a high-quality translation service that doesn't require additional editing or proof reading of the document to facilitate the smooth implementation of the plan.</p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in linguistics, translation, gender studies, social science, social work, and public health.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of experience of written and/or oral translation;</li> <li>• Extensive knowledge and understanding of gender theory, concepts, and terminologies;</li> <li>• Proven track record of working on gender related documents;</li> <li>• Experience of English language translation and editing to UNFPA, UN agencies or other international organizations is an advantage.</li> </ul> <p><b>Required competencies and skills:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity and accountability;</li> <li>• Demonstrates commitment to human rights and development principles and values;</li> <li>• Excellent communication skills;</li> <li>• Planning, organizing, and achieving results;</li> <li>• Thinking analytically and strategically;</li> <li>• Working in teams/managing ourselves and our relationships;</li> <li>• High level writing and editing skill.</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Fluency in both English and Mongolian, including strong written and spoken comprehension, as well as the ability to convey nuances and subtleties in both languages</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Schedule of payment</p> <p>Consultancy fees will be paid after the translation is received and assurance of the quality of services based on the rate in line with UNFPA IC policy.</p>