

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Interpreter/Translator**

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund (UNFPA) Country Office, Mongolia.
Purpose and background of consultancy:	To provide translation support in conducting the end-evaluation of the “Combating GBV in Mongolia” project Phase 2.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The UNFPA Mongolia Country Office is planning to conduct an independent evaluation of its project “<i>Combating gender-based violence in Mongolia</i>” Phase 2.</p> <p>The project is supported financially by the Swiss Agency for Development and Cooperation (SDC) and UNFPA CO and has been jointly implemented by the Government of Mongolia and UNFPA CO.</p> <p>The evaluation is aimed at generating a set of knowledge on successes, challenges, and lessons learned to be shared with the Government to ensure the continuity, sustainability, institutionalization, and the Government ownership of the interventions and initiatives by the project and replication in other areas. It also aims to identify the gaps to fill the future investments in the area.</p> <p>The evaluation will be an external, independent exercise undertaken by a consultancy team consisted of international and national consultants and translator, and managed by the UNFPA Country Office.</p> <p>The work of the evaluation team will be guided by the Norms and Standards established by the United Nations Evaluation Group (UNEG). The evaluation team members will adhere to the Ethical Guidelines for Evaluators in the UN system and the Code of Conduct, also established by UNEG.</p> <p>The primary users of evaluation will be decision-makers in UNFPA, counterparts in the Government of Mongolia, and SDC. Additionally, the results of the evaluation will be used by the implementing partners who directly have implemented the project as well as the potential donors who are interested in investing in GBV prevention and response in Mongolia.</p> <p>As such, UNFPA is looking for an experienced translator who will support the evaluation of the CGBV project.</p> <p>Given the full phase-out of SDC from Mongolia in 2024, the evaluation should provide findings and recommendations targeting mainly the Mongolian State authorities and other stakeholders, as well as UNFPA. Recommendations aiming at improving the remaining time of the project are also welcome.</p> <p>The translator will provide written and oral translation service during the evaluation mainly for the international consultant and UNFPA. The translator is expected to work closely with the international consultant and provide all necessary interpretation and translation support where and when necessary during all phases of the evaluation.</p> <p>The consultant will carry out the following specific tasks:</p> <ol style="list-style-type: none"> 1. To assist the international consultant (team leader) with interpretation and written translation throughout the evaluation including the field phase and organizing the debriefing and validation meetings;

	<ol style="list-style-type: none"> 2. To translate key documents into English during the desk review phase; 3. To translate required parts and attachments of the final report into English; 4. To provide simultaneous and consecutive interpretation service during the validation, dissemination workshops and meetings. <p>To assist with organization of the stakeholder meetings, debriefing, validation and dissemination workshops.</p>
Duration and working schedule:	The translator is expected to work for 50 working days throughout October 2022 to January 2023.
Place where services are to be delivered:	The consultant will work from his/her own place and will work from the place of seminar, meetings and workshops as per requirement. UNFPA will be responsible for the logistic arrangement outside of Ulaanbaatar and cover the cost of transportation and DSA according to its travel policy.
Deliverables and due dates	<p>The consultant is expected to complete and submit the following deliverables within the deadline specified. Hereto:</p> <ul style="list-style-type: none"> - Provide all necessary translation for the development of methodology and tools for the evaluation and the data collection by 24th of October 2022; - To provide interpretation and translation service for the international consultant during his/her travel in Mongolia in November, 2022; - To provide interpretation and translation service during the validation workshops by 13th of January 2023; - Translation of the required parts and attachments of the final report by 3rd week of January 2023. <p>Finalize the Evaluation Report by 1st week of February 2023.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant should work in close consultation with the Gender team of UNFPA and provide regular written (an email) progress update when necessary. UNFPA CO has the right to request additional information.
Supervisory arrangements:	The consultant shall work under the direct guidance of the International Consultant and overall supervision of the Programme Specialist on Gender Equality and Women's Empowerment of UNFPA Mongolia CO.
Expected travel:	Local travel of 1-2 weeks is expected during the field phase.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in translation, linguistics, social sciences, gender studies, business administration or any other relevant field; <p>Experience:</p> <ul style="list-style-type: none"> • At least 4-8 years of experience in simultaneous and consecutive interpretation and written translation in the development field; • Profound knowledge of English and skills of written and oral interpretation/translation to and from Mongolian;

	<ul style="list-style-type: none"> • Experience with results based programme management terminology in English and Mongolian languages; • Extensive work experience in human rights and gender equality, particularly in the GBV field, is desirable; • Experience in working with United Nations and engaging with government and ministries, as well as CSOs, is desirable; • Experience in administrative support. <p>Required competencies and skills:</p> <ul style="list-style-type: none"> • Exemplifying integrity and accountability • Demonstrates commitment to human rights and development principles and values, • Excellent communication skills, • Planning, organizing and achieving results Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • High level of translation and interpretation skill. <p>Language</p> <ul style="list-style-type: none"> • Fluency (oral and written) in English and Mongolian is required.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ol style="list-style-type: none"> 1. The consultancy service will be governed by UNFPA’s terms and conditions for Individual consultant contract. 2. The price offer is subject to negotiation by UNFPA should it exceed allowed threshold. <p>Schedule of payment:</p> <ol style="list-style-type: none"> 1. 30% of the payment shall be paid upon UNFPA’s acceptance of the methodology and tools of the evaluation proposed by the international consultant; 2. 50% of the payment shall be paid upon the acceptance of 1st draft of the end evaluation report; 3. 20% of the payment shall be paid upon acceptance of the final report. <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNFPA.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>

Annexes:

1. Terms of reference for End-Evaluation of the United Nations Population Fund (UNFPA) Project "Combating gender-based violence in Mongolia" Phase 2 August 2020-July
2. UNFPA General condition of Individual consultant's contract