**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

**NATIONAL CONSULTANT FOR KAZAKH-ENGLISH-MONGOLIAN LANGUAGE TRANSLATION AND INTERPRETATION SERVICE**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | UNFPA Mongolia CO |
| Purpose of consultancy: | UNFPA Mongolia CO needs written and oral translation/Interpretation services for Kazakh-Mongolian (vice versa) and English-Kazakh (vice versa). |
| Scope of work:  (Description of services, activities, or outputs) | The translator(s) will provide high quality translation and interpretation services for   * From Mongolian into Kazarkh and vice versa; * From Kazarkh into English and vice versa;   The detailed scope of work for translator(s)/Interpreter(s):   * Translate UNFPA programme documents and interpret for important meetings and UNFPA missions; * Ensure accuracy of terms and terminology * Ensure that translated document has correct grammar and spelling; * The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to UNFPA. * Complete the work within agreed time line and submit the final translation in both soft and hard copy or as agreed; * Observe confidentiality and refrain from divulging any information about the content of the text or meeting/missions. * Interpretation service during the events and field visits organized by the CO and its Implementing Partner (IP). * Translation and interpretation topics will mainly cover human rights, poverty reduction, economic development, crisis/conflict prevention and recovery, population development, education, gender, human rights, sexual reproductive health, youth development, social policy, climate change, legal environment as well as COVID-19 related issues. * The document to be translated in a manner that no additional editor needs to be hired for finalizing the work. * The document to be submitted in Microsoft Word format. * Fonts to be used: Times New Roman or Arial, font size:12, line spacing: single * Word count: Words of original document will be counted |
| Duration and working schedule: | The contract duration will be 11 months starting from contract starting date. The service will be on call basis during this period. |
| Place where services are to be delivered: | UNFPA will not offer office space and the selected contractor is expected to work from its own place. |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | * Written translation from Mongolian into Khazakh and vice versa on a word count basis of 1000 words * Written translation from English into Khazakh and vice versa on a word count basis of 1000 words * Consecutive translation from Mongolian into Kazakh and vice versa on an hourly basis * Consecutive translation from English into Kazakh and vice versa on an hourly basis * Simultaneous translation from Mongolian into Kazakh and vice versa on an hourly basis * Simultaneous translation from English into Kazakh and vice versa on an hourly basis |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The selected contractors shall be evaluated against the following indicators upon delivery of each assignment:  Rating (1-5 where 5 is the highest)   * Acceptance of and Adherence to UN/UNFPA Procedures * Initiative * Experience * Technical Competence * Performance Efficiency * Timeliness of Delivery * Quality of Products   UNFPA will perform evaluation on delivery of each assignment and provide regular and annual feedbacks on quality and timeliness of products to ensure the performance of selected contractor is at appropriate level during the LTA period. |
| Supervisory arrangements: | The contractor shall be managed and monitored by UNFPA’s procurement associate while each assignment for the translation/interpretation services will be managed and coordinated by UNFPA relevant staff (LTA user) requested the service. Should there be a need, UNFPA will provide direction to enhance ability of the individual to provide quality services on a timely basis. |
| Expected travel: | Contractor may be requested to provide its services outside Ulaanbaatar city if needed. UNFPA will fund travel expenses as per own rules and regulations. |
| Required expertise, qualifications and competencies, including language requirements: | The consultant should have the following competencies and qualifications.   * Minimum of University degree in translation or linguistics or related field. * At least two years of proven record of working experience providing high quality translation/interpretation services for the required language * Experience of working with international or bilateral organizations is an advantage. * Proven technical translation/interpretation skills in the UNFPA fields is an asset.   Competencies   * Ability to produce a high volume of quality content * Ability to provide high quality translation/interpretation services * Ability to work under pressure and meet strict deadlines * Excellent written and verbal communication skills * Strong organizational and planning skills * Proficient knowledge of Mongolian languages and good command of English and; * Excellent time management skills and ability to multi-task and prioritize work |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The selected contractor shall also arrange their own transportation including email access. |
| Other relevant information or special conditions, if any: | UNFPA will process payments upon completion of deliverables and acceptance by respective LTA User within 30 calendar days.  To reduce de minimis valued transactions, UNFPA shall combine payments and process on a monthly basis.  UNFPA reserves the right to withhold up to 30% of the total fee of the assignment in case that deliverables are not submitted on schedule or do not meet the required standard (e.g. work requires substantive editing or incorrect use of technical terms and standard wordings). |
| Signature of Requesting Officer in Hiring Office:  Date: | |