

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 a verbal translation (both simultaneous and consecutive) from English to Mongolian and vice versa to UNFPA Gender programme during 2024.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Under UNFPA annual workplan for 2024, the Gender equality, women's empowerment programme will require a professional and specialized translation services for several planned activities. It includes:</p> <ul style="list-style-type: none"> <li>- Online meetings with UNFPA Asia Pacific Regional Office advisors and consultants, including adaptation of Gender Transformative Approach (GTA) toolkit, gender sensitive data analysis, e-GBV data analysis, Gender Based Violence (GBV) pre-service training curriculum;</li> <li>- Training of medical university staff on integrating GBV pre-service training curriculum;</li> <li>- Training on engaging men in GBV prevention and Sexual Reproductive Health (SRH) promotion;</li> <li>- Consultative meetings on development of National Action Plan on GBV prevention;</li> <li>- Ad hoc meetings, discussions, events that may occur on the needs basis.</li> </ul> <p>Therefore, UNFPA is looking for experienced 1-2 translators who can provide quality and professional verbal translation services.</p>
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:	<p>Ulaanbaatar, Mongolia</p> <p>Online meetings and written translation services can be provided remotely since it will not require translators to be in specific place. Training, event translations require in-person attendance at the venue.</p>
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Delivery dates will depend on planned dates of the meetings, trainings, and events. The dates will be communicated accordingly.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Gender programme 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 work.
Required expertise, qualifications, and competencies, including language requirements:	<p>The translators are responsible to provide a high-quality translation service 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 oral translation;</li> <li>• Extensive knowledge and understanding of gender theory, concepts, and terminologies;</li> <li>• Proven track record of working on gender related events;</li> <li>• Experience of English language translation 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>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p><b>Schedule of payment:</b></p> <p>Consultancy fees will be paid after the translation service is received and assurance of the quality of services based on the rate in line with UNFPA IC policy.</p> <p><b>Logistical arrangements:</b></p> <p>The UNFPA Country office will be responsible for arranging all logistical matters including the arrangements during in person events during the consultancy.</p>