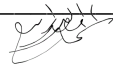


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Arab States Regional office / requesting Unit
Purpose of consultancy:	<p>The purpose of this consultancy is to hire a pool of professional translators who can provide quality translation services that comply with UNFPA glossary and style guide. The translation languages are:</p> <ul style="list-style-type: none"> ● English to Arabic and vice versa ● French to Arabic and vice versa ● English to French and vice versa
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the guidance and direct supervision of the UNFPA ASRO requesting Unit and Regional Communications and Advocacy Advisor, the Translator will undertake the following duties and responsibilities:</p> <ul style="list-style-type: none"> - Translate documents; - Edit/copy edit documents in the target language; - Ensure accuracy of the terms and terminologies used in the translated document; - Ensure translation is written with adequate style, using UN/UNFPA terminologies, correct grammar and spelling; - Consult with UNFPA when required; - Complete the work within the agreed timeline and submit the final translation in soft copy.
Duration and working schedule:	<p>Successful candidates will have retainer contract with UNFPA for a maximum duration of 11 months</p> <p>Duration and schedule of each translation request will be treated on a case by case basis depending on the request received from the requesting Unit.</p>
Place where services are to be delivered:	The consultants will work remotely and produce files electronically.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will submit deliverables electronically by email. All deliverables are exclusive to UNFPA.</p> <p>The delivery date of each translation request will be treated on case by case basis depending on the request received from the requesting Unit.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Project will be monitored by both the UNFPA ASRO requesting Unit and the UNFPA Regional Communications and Advocacy Advisor.</p> <p>The requesting unit will be responsible for supervising the project at all stages and will provide approval to the finished product.</p>
Supervisory arrangements:	Project supervisor is the UNFPA ASRO requesting Unit.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>The consultant should have the following qualifications and competencies:</p> <ul style="list-style-type: none"> - Bachelor's degree in Linguistics, literature or related areas; - Five years of professional translation experience in the relevant area; - Knowledge and experience with UNFPA and the UN in general; - Proven skills in translation from: <ul style="list-style-type: none"> ● English to Arabic and vice versa ● French to Arabic and vice versa ● English to French and vice versa

Assessment modality	Shortlisted candidates will be requested to: <ol style="list-style-type: none"> 1. Submit samples of their work. 2. Undergo assessment tasks. 3. Provide referees contact details.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide: The Note to translators/editors; The list of UNFPA glossaries; The documents to be translated; Any available documents that can be used as references.
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> - Payment: 100% after delivery of services - COA: to be provided by the requesting Unit
Signature of Requesting Officer in Hiring Office: _____ <div style="text-align: center; margin-left: 400px;"></div> Date:	

Certificate Of Completion

Envelope Id: 3F0499A796914353B016E70EE5D8CECE	Status: Completed
Subject: TOR_TranslationServices_RetainerContract.docx	
Source Envelope:	
Document Pages: 2	Signatures: 3
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Samir aldarabi
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	aldarabi@unfpa.org
	IP Address: 64.207.219.137


Record Tracking

Status: Original	Holder: Samir aldarabi	Location: DocuSign
1/19/2021 6:40:09 AM	aldarabi@unfpa.org	

Signer Events

Samir aldarabi
aldarabi@unfpa.org
Regional Communication Adviser
United Nations Population Fund
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
Using IP Address: 196.156.29.98

Timestamp

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Viewed: 1/19/2021 6:40:25 AM
Signed: 1/19/2021 6:41:13 AM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	1/19/2021 6:40:10 AM
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Payment Events

Status

Timestamps