

Terms of Reference
International Strategy for Disaster Reduction Secretariat UNISDR

Consultancy for the translation documents from Spanish into English

Contract type: Consultancy

Timeframe: 13 June-13 December 2012

Purpose: Translation and proofreading documents surrounding disaster risk reduction from Spanish into English.

Duty station: home-based

Duties and responsibilities:

- Translate and proofread
- Share draft translation with UNISDR Americas;
- Incorporate suggested changes to the translation;
- All text, including text contained in figures, boxes, captions, sources and covers requires translation and proofreading;
- The translator is expected to perform terminology research (ie. in UNISDR website and others) to ensure the accuracy and appropriateness of translation. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to the officer in charge of the project.

Required selection criteria:

- Advanced degree in translation from Spanish to English
- Minimum of 5 years experience
- Demonstrated experience in translating professional documents;
- Experience in translating UN documents in general and UNISDR in particular will be considered favorable;
- Outstanding translation and editing skills in English and Spanish;
- Experience in translating issues related to disaster risk reduction, development or related field;
- Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner
- Fully proficient in computer skills

Required service:

Approximately 200 pages (to be required on different service requests along the year) translated in the period June to December.

Note: the amount of 200 pages is an estimate.

Evaluation

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight; 70%
- Financial Criteria weight; 30%

Only candidates obtaining a minimum of 50 point would be considered for the Financial Evaluation:

Criteria	Weight	Max. Point
Technical		
Advanced degree in translation from Spanish to English	10	10
Relevant experience	15	15
Translation evaluation test	30	30
Financial proposal	45	45

Payment:

For each service required the payment will be made as follow:

- Payment will be processed based on the delivery of products and approved by the Head of the UNISDR Americas office.
- First payment upon receipt of agreed draft translation of the standard format and guidelines, and final payment upon receipt of agreed final translation of the standard format and guidelines.

Application:

Qualified candidates should send their CV, together with a motivation letter and an economic proposal (provide costs by word) to: vacantes@eird.org by 13 June 2012.

Applications that do not include all the required documents will be disqualified.

Applications received after the deadline will not be accepted.