

**Terms of Reference
The United Nations Office for Disaster Risk Reduction, UNISDR**

Consultancy for the translation documents from English into Spanish

***Core Values of the United Nations
Integrity • Professionalism • Respect for diversity***

Vacancy for a consultancy with UNISDR	
Deadline: Thursday, August 22, 2013	Consultancy No. UNISDR-ROAM/TRANS_ENG_SP /023/2013

1. Contract type: Consultancy

2. Timeframe: September - December 13th 2013

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

4. Duty station: home-based

5. Background:

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio - economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences.

Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organization of the Global Platform for Disaster Risk Reduction.

The position is located in the secretariat of the United Nations International Strategy for Disaster Reduction (UNISDR), Regional Office for the Americas, which is located in Panama City in Panama covering the Americas region.

6. 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.

7. Required selection criteria:

- Degree/courses in translation from English to Spanish
- 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

8. Required service:

Approximately 400 pages to be translated in the period March to December **and quote for word.**

Note: the amount of 400 pages is an estimate

9. 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; 55%
 - Financial Criteria weight; 45%

Technical Assessment and Curriculum: 55 points distributed as follows:

Criteria	
Technical	Points
Degree/Courses in translation from Spanish to English	10
Relevant experience	15
Translation evaluation test	30
Total Technical	55
Financial proposal	45
Total proposal	100

10. 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.

11. Application:

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

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject ([UNISDR-ROAM/TRANS_SP_ENG/022/2013](#)).

Please send your applications at the **latest by 22 August 2013**. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted.

For any consultations please send an email to consultasvacantes@eird.org