

Terms of Reference
International Strategy for Disaster Reduction Secretariat UNISDR
DIPECHO Action Plan for the Caribbean 2011-2012

Consultancy for the translation of a standard format and guidelines for the elaboration of a disaster risk reduction country document from Spanish into English

Project name: Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional levels

Contract type: Consultancy

Timeframe: 26 March-20 April 2012

Purpose: Translation and proofreading of a standard format and guidelines for the elaboration of a disaster risk reduction country document surrounding disaster risk reduction from Spanish into English carried out within the framework of the 2011-2012 UNISDR DIPECHO project “Strengthened Disaster Risk Reduction in the Caribbean at the subregional, national and local levels”

Duty station: home-based

Background:

The Humanitarian Aid department & Civil Protection of the European Commission (ECHO) within the framework of 2011-2012 DIPECHO Action Plan for the Caribbean, approved the execution of eleven projects, including three of regional scope to be implemented by PAHO, IFRC and UNISDR.

The 2011-2012 DIPECHO Action Plan for the Caribbean establishes as one of its components the promotion of a close coordination among implementing partners, allowing the programming of common activities and outcomes as well as the exchange of experiences and tools and the harmonization of practices. These coordination efforts should be guided by the principle of building over the existing initiatives; in this regard the Humanitarian Implementation Plan for the Caribbean, establishes that the *“DIPECHO program should prioritize the implementation at country level of UN strategies (endorsed by Caribbean countries) such as Caribbean Resilient Cities (Urban DRR), Safe Hospitals, Safe Schools as well as the implementation of the Hyogo Framework for Action (particularly the monitoring part)”*.

Through advocacy and partnership-building, the UNISDR has been working with agencies such as CDEMA and national HFA / ISDR focal points throughout the Caribbean towards strengthened DRR. A cooperation agreement has been recently developed between CDEMA and UNISDR surrounding the ISDR World Disaster Reduction Campaign “Making Cities Resilient to Disasters: My city is getting ready!”. The groundwork has been laid and efforts are underway. By building upon current efforts such as the CDEMA’s 2007-2012 Comprehensive approach for Disaster Management in the Caribbean (currently under revision), DIPECHO VII Action in South America and ISDR mechanisms such as HFA national and local progress reviews (using the HFA Monitor and the Local Government Self Assessment Tool – LG-SAT), this Action will serve to track improvement and/or

relevant contributions to DRR and, in turn, supporting greater response capacities as one of 5 priority areas for action of the HFA.

UNISDR through the regional office in the Americas is responsible for the implementation of the project “Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level”. The principal objective of the project is to contribute to “Building the resilience of nations and communities to disasters by increasing awareness surrounding the importance of disaster risk reduction throughout the Caribbean”. This project is aligned with the DRR strategic objectives as established in the Hyogo Framework for Action. One of the key activities of the UNISDR DIPECHO project is to promote a national and regional consultation process aimed at encouraging the coordination between all the organizations implementing DIPECHO projects in the Caribbean.

Within the framework of the project titled “Strengthened Disaster Risk Reduction in South America through greater fostering of the Hyogo Framework for Action priorities for action at the local, national and regional levels”, implemented by UNISDR’s Regional Office for the Americas within the framework of the DIPECHO’s 2011-2012 Plan of Action for South America, a standard format and guidelines for the elaboration of a country document related to disaster risk reduction was developed.

Duties and responsibilities:

- Translate and proofread the standard format and guidelines for the elaboration of a disaster risk reduction country document developed under the UNISDR DIPECHO project for South America from Spanish into English: The related documents are approximately 45 pages (A4) and the number of words approximately 12,000 words in English;
- Share draft translation with UNISDR Americas;
- Incorporate suggested changes to the translation;
- Produce draft and final translated guidelines in English;
- 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.

Inputs:

- Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level Project Document and Workplan
- Meeting report of the initial DIPECHO Regional workshop of the DIPECHO Action Plan 2011-12
- Humanitarian Implementation Plan (HIP) Caribbean:
http://ec.europa.eu/echo/files/funding/decisions/2011/HIPs/caribbean_dipecho_en.pdf
- Country document: Capitalization of DP experiences in Dominican Republic (adapted under the previous DIPECHO Action Plan):
http://ec.europa.eu/echo/files/funding/opportunities/interest_dipecho7_Recommendations_and_Comments_Group_Sessions.pdf
- HFA-Pedia: www.eird.org/hfa.html

- HFA Monitor: <http://www.preventionweb.net/english/hyogo/hfa-monitoring/hfa-monitor/>

Expected products and timeline:

- Send draft translation of the documents in English for comments: by 13 April 2012
- Provide final translation into English by 20 April 2012
- The translated text has to be delivered in MS Word.

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

Payment:

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 22 March 2012. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted.