

TERMS OF REFERENCE**Written translation services from Romanian-English/English Romanian
For UNICEF Moldova Office****1. Purpose of Special Service Agreement:**

UNICEF is eliciting the assistance from a highly skilled translator to provide written translations from Romanian to English and English to Romanian during 2012 year. The translation services are needed in order to support the external communication process of UNICEF Moldova Office.

2. Objective of the Special Service Agreement with expected results/outcome/products/sub products/outcomes:

- Providing accurate translation from Romanian to English and English to Romanian for a variety of materials including human stories, speeches, press releases, brochures and reports produced by and for the use of UNICEF. Areas frequently covered by such documents include Governance, Child Protection, Health, and Justice for Children, Education, HIV/AIDS, and Capacity Development.
- Ensuring English language excellence and proofreading, including excellent English language, vocabulary, syntax, expression and grammar as well as all relevant terminology.

3. Delivery dates based on the work plan:

- Translation services are provided on-time, as per the dead-line agreed with UNICEF Communication Section or Programme Officers;

4. Details of how the work should be delivered:

- The incumbent will work closely with Communications Officers, Programme Officers and Executive Assistant whose task will be to provide the translator via e-mail with all materials due to be translated;
- The translator is obligated to work within the required deadlines and be available to UNICEF for comments and corrections.

5. Performance indicators for evaluation of results:

The evaluation of the contractor(s)' performance will be based on:

- Quality of produced outputs
- Compliance with the established timelines

6. Qualifications/specialized knowledge/experience required to complete the task:

- Proven experience in written translation work (English-Romanian/Romanian-English).
- Proven ability and capacity to meet tight deadlines

- The human stories require specific skills for providing artistic translations; Preference will be given to the consultant with proven experience related to artistic translations
- Previous experience in working with UN Agencies is an asset.

7. Estimated cost of the contract and funding source by PBA:

The following fees (USD) will be applied by the UNICEF office:

	time frame		fee per page (USD)	
	ordinary	urgent	ordinary (min)	urgent (max)
1 - 8 pages	2 days	1 day	7.00	10.00
9 - 24 pages	5 days	3 days	7.00	10.00
25 - 50 pages	10 days	6 days	7.00	10.00

The fees are established in accordance with the benchmarks for engagement of translators/interpreters recommended by UN Agencies in Moldova (Annex 1).

Payment will be made according to UNICEF policies at the UN exchange rate for the payment day. Funding source will be provided by the requesting Programme.

8. Definition of supervision arrangements:

The contractor(s) will work in close cooperation with UNICEF Communication Section and will be directly supervised and evaluated by the UNICEF Chief of Communication.

9. Description of official travel involved:

N/A

10. UNICEF recourse in the case of unsatisfactory performance:

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to termination. In the meantime, UNICEF will initiate another selection in order to identify appropriate candidate. The consultant’s fee is contingent upon approval of deliverables by UNICEF.

Prepared by:

Requesting Officer: Irina Lipcanu, Media Officer

Date: 30/01/12

Authorized by: Lina Botnaru, Communication Chief

Date:

Approved by:

Alexandra Yuster, Representative

Date:

