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Terms of Reference
Funding Facility Economic Reform-Kurdistan Regional Government (FFER-KRG)
Translator/ Interpreter (Agriculture Sector Assessment) ICS-6

1. Background:

UNDP in partnership with Ministry of Planning of Kurdistan Regional Government has introduced Funding Facility for Economic Reform – Regional (FFER_REG) which intend to support Kurdistan Regional Government (KRG) in ensuring the implementation of economic reform. FFER-KRG is to be positioned as financing instrument that will be used to channel high-caliber international expertise and support into top priority reform initiatives drawn from the KRG's newly adopted reform plan. The Facility will help to mobilize expertise for initiatives aimed at transforming and diversifying the region's economy, restructuring and strengthening public administration and public financial management, and improving the delivery of public goods, including basic services.

Agriculture sector is one of those sectors that FFER-KRG has decided to work in and for this purpose FFER-KRG with KRG Ministry of Planning has built a partnership with the Food and Agriculture Organization (FAO). The aim of the partnership is to conduct in-depth Study on the Agricultural Sector of KRI. The study provides large-scale macroeconomic overview of the region's agricultural sector and provides useful information for planning and policy making, while also examining the needs at the KRI level, thus assist in the practical outline of comprehensive and informed programming and for resource mobilization.

2. Scope of work

A team of national staff will be assigned to support the three International Consultants who are tasked to assess the status of agricultural livelihood sub-sectors: crop, livestock, fishery and aquaculture, and forestry resources of the rural communities and highlight the necessary value chains of agricultural products, constraints, needs and propose relevant interventions. The Translator/ Interpreter will support with Translating/ Interpreting data that received from government entities into a system provided by the International Consultant and generate required reports as required. The Translator/ Interpreter will be reporting to Project Associate of the assessment.

3. Duty station:

The duty station is Erbil, Ministry of Agriculture and Water Resources– KRG.

4. Duties and Responsibilities:

1. Provide written translation into English and Arabic of official documents, including laws, regulations, procedures, public information material, official letters, etc.
 - Initiate translation of new documents into English, Kurdish or Arabic as relevant.
 - Incorporate revisions into existing documents in English, Kurdish or Arabic as relevant.
 - Read and compare documents as necessary.
 - Ensure correct and consistent electoral terminology is used throughout documents, as well as internal UN terminology
2. Perform quality control and editing of other translator's work in English, Kurdish and Arabic
3. Provide interpretation in official meetings between UNDP, FAO and Government officials.
4. Support the maintenance of comprehensive information management systems for the FAO Team, including accurate file naming and archiving of all translated material.

Expected outputs and deliverables:

- Translated reports, data, and any other documents requested by Activity management team.
- Interpretation in meetings, conferences, and focus groups. Or any other interpretation tasks requested by activity management team.

5. Time and Method of payment:

The FFER-KRG Project Associate shall be paid monthly basis and upon submitting the agreed deliverables and invoice, assuming the UN-standard of 8 hours per day. Payments will be done based on the actual number of working days agreed and scope of works (as per deliverables in TOR). For each payment a certification of payment needs to be signed and approved by the direct supervisor attached to it the time attendance sheet. The reimbursable costs will be paid on actual basis, upon submission of Travel Claim and invoices.

6. Reporting:

The Translator/ Interpreter will report to the activity Project Associate in delivering the above-mentioned tasks.

7. Travel Requirements:

The Translator/Interpreter will be expected to accompany International Consultants during their missions to the field and other governorates, Duhok, Slemani, and Halabja.

8. Contract Duration:

The assignment will be for 4 months. The Translator/Interpreter is expected to start in late November 2017

9. Qualifications and Requirements:

Education:

- BSc in English languages/literature or translation department.

Experience and Skills:

- A minimum of 4 years functionally-related professional experience is required.
- Experience in working for an international organization is essential, preferably in the KRG context, and experience in translation and interpretation in the electoral field is desirable.
- Experience with working with government institutions at the local and regional level.
- Experience in the usage of computers and Microsoft office software packages (MS Word, Excel, etc) is required.

Language Requirements:

Fluency in English and Kurdish, Arabic would be an asset.

10. Competencies

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Planning and Organizing

- Organizes time effectively and is able to priorities workload appropriately; adjusts priorities as required.
- Is efficient in meeting commitments to tight deadlines.
- Allocates appropriate amount of time for completing work.

Professionalism

- Ability to work independently and show initiative when required.

- Remains calm, in control and good humored even under pressure.
- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.

Teamwork

- Works collaborate with colleagues to achieve goals.
- Demonstrates good interpersonal skills and maintains good relationships with people of different national and cultural backgrounds.

Communication

- Possesses strong communications skills, both spoken and written.
- Is able to articulate ideas in a clear and concise manner.
- Asks questions to clarify, and exhibits interest in having two-way communication.

11. Evaluation Criteria

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

- Compliant and technically qualified.
- Achieving the highest combined score (financial and technical).
- Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

Criteria		Max. Point 100	Weight
Technical	Criteria A: relevance and responsiveness of candidate's past experience, qualification based on submitted documents: 1- Academic qualification. 25 points 2- Experince: <ul style="list-style-type: none">• Experience in International Organizations and translation/Interpretation experience. 20 points• Experience working with government institutions at the local and regional level.20 points	65 Points	70%
	Criteria B: relevance and responsiveness of candidate's approach, technical proposal and submitted work plan and Methodologies: 3- Proficiency in spoken and written English, Kurdish. 25 points 4- Proficient in MS Office applications. 10 points	35 Points	
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			