



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title:	Civic and voter education message - Language Translator
Contract Type:	Local Consultancy Firm/Entity
Reports to:	Chief Technical Advisor/Programme Manager
Duty Station:	Monrovia, Liberia
Duration of Contract:	30 working days (one month)
Contract start date:	Oct. 16 2020

II. Organisational Context

The United Nations Development Programme (UNDP) is committed to the long-term, sustainable support to democratic governance in Liberia throughout the electoral cycle, including support to key democratic institutions and processes. Under this objective, UNDP supports the National Elections Commission (NEC) and its constitutional mandate to plan, manage and organize elections in compliance with the national legal framework, international standards, and best practices.

In September 2020, UNDP and the National Elections Commission (NEC) launched a new electoral support project for the period 2020 – 2024. The Project seeks to support NEC in the implementation of its mandate of conducting credible elections, which enhance public confidence and promote democratic values. The project is committed to strengthening the capacity of NEC and electoral stakeholders for an efficient and inclusive electoral administration in Liberia.

On 8 December 2020, NEC will conduct Special Senatorial Elections to elect 15 senators whose tenure will expire in January 2021, and the Constitutional Referendum. Civic and voter education remains a critical component of the electoral process while the high rate of illiteracy in Liberia continues to be a major impediment to the dissemination and comprehension of CVE messages. A robust civic and voter education in these elections and referendum is therefore crucial to ensuring public awareness and increased citizens' participations.

The 2017 elections lessons learnt conference and reports by international and national observers, revealed that civic and voter education messages were rarely translated to local vernaculars, placing significant portion of the population at disadvantage, something that also contributed to the high percentage of invalid votes. UNDP is therefore seeking the services of qualified entity to translate CVE messages, jingles, and other civic and voter education material into the **16 major** vernaculars of Liberia.

III. Scope of Work

Under the direct supervision of the Chief Technical Advisor of the Election Project, the overall supervision of the UNDP Deputy Resident Representative for Programmes, and in close collaboration with NEC, the consultancy firm will work with the Civic and Voter Education (CVE) Section of NEC to Translate Civic and Voter Education Messages for the 2020 elections and referendum into the various vernaculars of Liberia and produce CVE jingles.

IV. Deliverables

Key Deliverable(s)	Duration	Payment Plan	
Translates CVE messages in the 16 major Liberian vernaculars and produce soft copies on 100 pieces of USB (memory stick) to be submitted to NEC for certification	3 weeks	50 %	
Produce jingles using the same messages and translate same into vernaculars to be copied on the USBs.	1 week	50%	

V. Impact of Results

UNDP is working with electoral stakeholders to promote participatory democracy in Liberia, through the conduct of inclusive, transparent, and credible elections. With the support of UNDP, NEC aims to give equal access to civic and voter education, to the illiterate population in all locations throughout the country. The success of this consultancy will not only bring about increased voter turnout, but also promote local and national ownership of the electoral process in Liberia, enhance inclusion and diversity in the process.

VI. Recruitment Qualifications

Legal status:	Organization must be duly registered and accredited by the Government of Liberia.
Experience:	<ul style="list-style-type: none">➤ Experience in providing similar service (Language translation)➤ Experience in working with electoral stakeholders in Liberia➤ Experience in working with UNDP is an added advantage

Language Requirements:	Fluency in English and local dialects including excellent oral and writing skills.

This TOR is cleared by :

Signature

Lenka Homolkova _____

UNDP Chief Technical Adviser - Elections

Date of Signing _____

This TOR is cleared by :

Signature

Anthony Sengbe _____

Executive Director, National Elections Commission

Date of Signing _____

This TOR is cleared by :

Signature

James Mobibah _____

Team Leader, Governance

Date of Signing _____

This TOR is Approved by:

Signature

Violet Baffour _____

Deputy Resident Representative, Programmes

Date of Signing _____