



TERMS OF REFERENCE

A. GENERAL INFORMATION

Title: **UN Coordination Individual Consultant, United Nations Botswana [Sign language interpreter]**

Type of Contract: **Individual Contract – National**

Direct Supervisor: Resident Coordinator's Office (RCO) Team Leader,

Duty Station: Gaborone, Botswana

Estimated Start Date: 01 July 2022

End date: 31 December 2022

B. DESCRIPTION OR BACKGROUND

The United Nations (UN) in Botswana consists of 22 separate entities which are coordinated by the Resident Coordinator's Office (RCO). The Resident Coordinator (RC) and the RCO team, lead, supports and coordinate the UN entities in the country, to ensure collaboration, coherence, and impact in the UN's collective support to the people and Government of Botswana.

The RCO has a range of full time professional and administration experts to help achieve its work but wishes to enhance its work through additional short term consultancy support.

C. PURPOSE

The UN is recruiting a Botswana based consultant to support their ability to communicate to a wider audience through sign language interpretation.

D. SCOPE OF WORK

With supervision from the Communications and Advocacy Officer, the consultant will deliver the following:

1. Preparation and delivery of high-quality sign language interpretation for speeches, presentations, discussions, and other messages from the UN.
2. Training of UN staff on basic sign language, to be able to understand and transmit up to 20 key words/phrases. (6 sessions with 10 staff per session, 90 mins each)

E. WORKING DAYS AND EXPECTED DELIVERABLES

1. The consultancy is for a period of 4 months (July -Dec 2022) but billed on hourly or piece rate.

Deliverables/ Outputs	Review and Approvals Required
1. Preparation and delivery of at least 5 speeches by UN heads.	Comms officer
2. Preparation and delivery of at least 5 key development advocacy messages via social/ media	Comms officer
3. Interpretation of discussions at approx. 4 events	Comms officer
4. Preparation and delivery of Training of UN staff on basic sign language, to be able to understand and transmit up to 20 key words/ phrases. (6 sessions with 10 staff per session, 1.5 hours per session)	Comms officer
F. INSTITUTIONAL ARRANGEMENTS	
<ol style="list-style-type: none"> 1. The National Consultant will be supervised directly by the Comms and Advocacy Officer of the RCO, to whom he/she will be directly responsible to reporting to 2. The Consultant is expected to liaise and meet regularly as needed with relevant RCO staff, for the substantive approach of each service in the course of performing the work; <ol style="list-style-type: none"> a. It is required that the consultant commits to uphold the values of the UN throughout the assignment, b. The assignment be through a hybrid of in -person and through teleworking. For all remote engagements, the consultant will agree to use one of the validated platforms used by the UN staff. (e.g., Teams, Zoom) 	
G. DURATION OF THE WORK	
The tasks will be assigned by the RCO, with at least 2 weeks' notice, unless in case of unexpected urgency. However, it is understood that the consultant will not be held responsible when unplanned and urgent tasks cannot be conducted. The work will be conducted before end 2022.	
H. DUTY STATION	
The consultant must be prepared to be travel within Botswana, as required by the RCO. Travel expenses will be paid in line with RCO policy for consultants.	
I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR	
Academic Background: A first degree in relevant area of studies. A professional certificate in Sign Language Interpretation. Knowledge or Experience in development work is an added advantage	

The UN has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Experience:

- At least 2 years of experience in Sign language interpretation, with preference for professional experience of prepared and simultaneous translation in varied events.
- Ability to work independently and deliver quality results against tight deadlines.

Required Language:

- English
- Sign language skills appropriate to Botswana. Other Sign languages an advantage to help reach wider audience.

J. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

1. The consultant will be paid monthly upon delivery of agreed specific objectives, after certification by Comms officer and RCO Team Leader.

K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

Applications should be submitted to the following email address: procurement.bw@undp.org indicating the following reference “**IC-UN Coordination Support Consultant -Sign language Interpreter**” by **27 June 2022, at 12:00 Noon, Botswana time.**

The Candidate must provide the following documents:

1. **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional or academic references (will only be contacted after seeking candidate’s permission).
2. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a **methodology** on how they will approach and complete the assignment.
3. **The applicant may involve other consultants to share the work, but there can only be one lead applicant, who will be the person contracted and paid. Any additional personnel considered should be stated clearly in application. (e.g., additional person to share load of signing or to manage the training sessions.**
4. **Financial Proposal. With rates per hour or per task, clearly indicating the parameters of the task. Rates for interpretation and for training may be on different scales.**

L. CRITERIA FOR SELECTION OF THE BEST OFFER

The criteria which shall serve as basis for evaluating offers is the:

a) Combined Scoring method – where the technical will be weighted at :

Criteria	Weight	Max. Point
Technical	70%	70
Academic Background		
Qualifications and relevancy		15
Professional Experience		
1. At least 2 years' experience of relevant work		40
2. Ability to work independently and deliver quality results against tight deadlines.		15
Language		
Fluency in English and Botswana Sign Language	essential	
Financial	30%	30

M. ANNEXES to the TOR

N/A

This TOR is approved by: **RCO Team Leader**

Signature: _____

Name and Designation: **Helen Andreasson, Strategic Planner & RCO Team Leader**

Date of Signing: _____

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