



TERMS OF REFERENCE

Application Type :	External Vacancy
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Job ID/Title :	Consultant: English – Portuguese – English Translator
Category :	Poverty Reduction
Additional Category :	Poverty Reduction
Brand :	UNDP
Post Level :	--
Application Deadline :	21 – February - 10

Duty Station :	Home Based
Type of Contract :	SSA
Post Number : (for 100 Series Contracts)	--
Languages Required :	Portuguese and English;
Starting Date : (date when the selected candidate is expected to start)	15 March - 2010
Duration of Initial Contract :	1 year
Expected Duration of Assignment :	opened

Project Title: International Policy Centre for Inclusive Growth

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a joint project of the United Nations Development Programme and the Brazilian Government, through the Secretariat for Strategic Affairs (SAE) of the Federative Republic of Brazil, the Ministry of External Relations, and SAE's Institute for Applied Economic Research (IPEA), a distinguished research establishment. The main objectives of the Centre are to contribute applied research-based policy recommendations for inclusive growth and to facilitate South-South exchange and learning on key development issues. Toward these ends, IPC not only conducts research, but also organizes thematic workshops, policy training seminars, advisory and programme evaluation missions for requesting countries, and hosts resident researchers.

IPC publications are found at: <http://www.ipc-undp.org/pages/newsite/menu/about/pub.jsp?active=0> .

Duties and Responsibilities

The Communication and Outreach Team in the IPC-IG directorate is responsible for the production of knowledge products relating to IPC's applied research on inclusive growth, rural and sustainable development, social development and inclusion; and new structural transformation policies and development innovations. The Unit's responsibilities include communications outreach as well as the production, and circulation of publications in English, and other languages such as Portuguese, French and Spanish.

The Centre regularly publishes Working Papers (48,000 words), Poverty in Focus (3-4 a year – 35,000 words), Policy Research Briefs (19,000 words), Country Studies (48,000 words) and One Pagers (850

words) to encourage policy debate and dissemination of knowledge. The IPC-IG is looking for a English-Portuguese-English translator for all of these types of documents to be published in English and Portuguese by IPC-IG.

Deliverables

More specifically, the consultant will be responsible for:

- 1) Translation of documents into English;
- 2) Translation of documents into Portuguese;
- 3) Liaising with the IPC Research Teams and providing feedback as required;
- 4) Working with the authors where needed/requested and ensuring overall progress in the development of the publications;
- 6) Working closely with the IPC Communication and Outreach Team;

Timeframe

The project will be conducted over a year. Documents must be delivered according to the timeframe outlined by the IPC Communication and Outreach Team.

Payment

The payment shall be made upon the approval of invoices prepared by the consultant describing the documents edited and word count not exceeding the contractual amount.

Reporting

The consultant shall report to IPC-IG Director, liaise with the Communication and Outreach Team for any queries and assistance on a day-to-day basis. The consultant is expected to incorporate comments and suggestions on the documents to be submitted.

Competencies

The Consultant is required to have expertise in ensuring accuracy and completeness of IPC publications. This should include:

- Professionalism: Knowledge of United Nations/UNDP editorial and publishing rules and procedures;
- Excellent written and verbal communication skills and ability to edit and proofread, with a keen eye for detail;
- Ability to interpret economic and social data and identify data discrepancies;
- Ability to work quickly and at short notice to produce quality outputs, often to tight deadlines;
- Ability to establish priorities and to plan, coordinate and monitor own work plan and flexibility to adapt to changes in assignment timeframes and content;
- Good interpersonal skills and ability to work collaboratively;
- Excellent computer skills; ability to use standard office technology packages such as Microsoft Office, Microsoft Excel and editing and review tools in such software packages.

Skills and Experience

The English/Portuguese/English translator is required to have expertise in ensuring accuracy and completeness of IPC publications. This should include:

- Excellent command of English/Portuguese grammar, punctuation, terminology and language style and usage;
- Experience working with International Organizations and experience related to UNDP's mandate and activities is an asset;

- At least five years experience in professional translation services, including translation of publications/documents on economic and social policy;
- Effective organizational skills and ability to handle work in an efficient and timely manner;
- Demonstrated proficiency in various MS Office applications (Excel and Word) and other IT applications;
- Consultant should have access to computers, MS-Office and/or computer software, email and internet connectivity to send and receive documents that is fully compatible with similar equipment used by IPC-IG;

Application Procedure

Applicants must access the link http://jobs.undp.org/cj_view_job.cfm?job_id=14823 to apply.