



TERMS OF REFERENCE

Consultancy: Translator – English & Arabic

Consultancy reference number: CCD/23/C/79

Background

Desertification, along with climate change and the loss of biodiversity were identified as the greatest challenges to sustainable development during the 1992 Rio Earth Summit. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) is the sole legally binding international agreement linking environment and development to sustainable land management. The Convention seeks to support countries to address Desertification, Land Degradation, and Drought (DLDD) (www.unccd.int)

The G20 (or Group of Twenty) is the annual international forum for the governments from 19 industrialized countries and the European Union (EU). The G20 Leaders' Declaration, issued on Sunday, 22 November 2020, launched a "Global Initiative on Reducing Land Degradation and Enhancing Conservation of Terrestrial Habitats". Building on existing initiatives and on a voluntary basis, the G20 countries share the ambition to achieve a 50 percent reduction in the amount of degraded land by 2040.

The G20 Global Initiative is seeking a skilled and experienced individual to serve as a Translator and Copy Editor, specializing in translating documents from English to Arabic. The selected candidate will play a crucial role in ensuring clear and accurate communication between English-speaking and Arabic-speaking stakeholders. This role requires proficiency in both languages, as well as a keen eye for detail and the ability to maintain the integrity and tone of the original content. The Translator and Copy Editor will work closely with various teams to enhance the quality of written materials, ensuring they meet the highest standards of accuracy and readability.

Objective of consultancy

Provision of translations on an as-needed basis. Furthermore, all documents will undergo thorough copy editing and meticulous proofreading, ensuring a polished and error-free final product.

Duties and responsibilities

Under the guidance and direct supervision of the Policy Officer, and in close collaboration with the programme team, the contractor will be responsible to undertake language translation of G20 products and will apply professional judgment across a broad range of translation functions.

1. Translate, edit and proof-read written documents prepared by the G20 staff, including checking spelling, acronyms and other abbreviations, etc. Translation to include text boxes, figures, tables, photo captions, sources, cover, etc. Reports to be submitted in Word format.
2. The translator is expected to perform terminology research (ie. in UNCCD website and others) to ensure the accuracy and appropriateness of translation. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to the officer in charge of the project.
3. Ensure that terminology and nuances are correctly rendered, and that the translation is structurally, grammatically and idiomatically correct.
4. Ensure all written work is authentic, original and appropriately cited and/or referenced.
5. Create and maintain a glossary of translation key words from English to Arabic on terms that relate to the work of the G20 GLI.
6. Compare the translation of a text with the original to verify the accuracy and completeness of the translated version and the suitability of the vocabulary and terminology used.



7. Proofread the translated materials before final submission to detect any error in spelling punctuation, or grammar.
8. Support any other writing tasks related to communications of the secretariat, as required.

Deliverables

Key deliverables are:

- ✓ Glossary of terms related to the work of the G20 GLI: English – Arabic.
- ✓ Translation as required.
- ✓ Copy edited and proof-read documents as required.

Contractual terms

The service of the selected consultant is estimated to be for 06 months during the period from 01 October 2023 until 31 March 2024. This contract is based on deliverables and payment is defined by days worked and submission of a timesheet. The consultancy is home based, however, if needed to travel on missions, travel will be paid for and organized separately.

Requirements

- University degree in English literature, Arabic literature, Translation Studies, or any related field is required.
- Translation certificate is an asset.
- At least 5 years of proven professional experience in translation from English to Arabic and vice versa is required.
- At least 5 years of proven experience in document editing is required.
- 2 years of experience in content creation and copy editing is desirable.
- Experience in working for an international organization is essential.
- Experience in translation and interpretation of UN products.
- Familiarity with terminology related to sustainable development and terminology used by the United Nations would be highly desirable.
- Excellent writing, editing skills in English and Arabic are required.
- Strong organizational skills and abilities to plan, organize and multitasking are required.
- Technical skills in document production are desirable.
- Teamwork skills are desirable.
- Fluency in oral and written English and Arabic is required. Knowledge of another UN official language is an advantage.

Special notice

Only individuals who can act as independent, individual economical operators are qualified to apply. Individuals who can provide their services only on account of an institution or enterprise are not eligible under this procedure.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations Secretariat and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultant and individual contractor is responsible for determining tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.



Submission of application

The following documents should be sent to staffing@unccd.int as **one document**: UNCCD Personal History Form¹ /CV and cover letter, specifying the following in the email subject line: **CCD/23/C/79**.

The deadline for applications is **02 October 2023**. Only applications submitted by the deadline and with complete documentation will be taken into consideration.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat or Global Mechanism. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance : 18 September 2023

¹ UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>