

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Consultant (Translation Services from English to Dutch) – Essential Service Package (ESP)

Hiring Office:	Sub-Regional Office for the Caribbean (SROC)
Purpose of consultancy:	The main purpose of the consultancy is to provide translation services (English to Dutch) for the ESP Lessons Learned Report, ESP Toolkit/Resource Package and corresponding Powerpoint Presentation, produced by UNFPA SROC.
Scope of work: <i>(Description of context, services, activities, or outputs)</i>	<p>Organisational Context</p> <p>Gender-Based Violence (GBV), in particular Violence Against Women and Girls (VAWG), is one of the most widespread, persistent and devastating human rights violations. It is estimated that globally, one in three women and girls have experienced some form of GBV in their lives. GBV is a public health issue that has taken pandemic proportions, and it tends to dramatically increase during periods of instability as well as humanitarian emergencies.</p> <p>In the Caribbean, particularly, "domestic and family violence is a complex concept as violence might take place in formal and informal settings, as well as in intimate relationships within different households. Family relationships may involve previous and current partners or siblings and half-siblings who do not live in the same household. Women and girls living with disabilities, Sex workers, migrants/refugees, indigenous communities and individuals identifying as LGBTIQI, are increasingly at risk of experiencing GBV, and are often indirectly excluded from lifesaving service provision, leaving them even more vulnerable and unprotected. It is not possible to calculate or estimate the prevalence or incidence rates of GBV, because there are extreme levels of under-reporting, and reporting systems tend to focus only on verified incidents of sexual violence mainly, which would be an under-representation of the variety of forms in which survivors experience violence.</p> <p>The United Nations Joint Global Programme on Essential Services (ESP) for Women and Girls Subject to Violence, exists to support the provision of and greater access to a coordinated set of essential and quality multi-sectoral services for all women and girls who have experienced GBV.</p> <p>UNFPA and the CARICOM Secretariat have operationalised the Caribbean Essential Services Package Community of Practice (ESP CoP) in early 2022, under the Regional Spotlight Initiative Programme. This is the first regional coordination mechanism to promote greater cooperation among key regional institutions representing the four pillars of the ESP, national gender machineries and fund-recipient agencies of the United Nations. The regional CoP provides a space for representatives of the health, social services, justice, police and education sectors, as well as the gender desk of CARICOM to support the implementation and coordination of the ESP in the Caribbean region.</p>

	<p>The toolkit provides a harmonised set of guidance notes and resources mapped from across the regions (documents, project management templates and powerpoints) that can support countries in the Caribbean in the ESP implementation.</p> <p>In 2023, UNFPA is finalising its ESP lessons learned report for the Caribbean region and a standard toolkit/resource package available at the regional level, to support the planning and implementation of the ESP at the national levels, including technical assistance throughout the process.</p> <p>The ESP Lessons Learned Report and ESP Toolkit/Resource Package will be translated from English to Dutch, to ensure full understanding and accessibility to tools in the English and Dutch-speaking Caribbean region, and included in a standardised and user-friendly design and layout before it can be published and launched in the ESP Community of Practice in 2023.</p> <p>Tasks for Consultant: The main task of the consultant will be to translate the ESP Lessons Learned Report, ESP Resource Package and corresponding powerpoint presentation from English into Dutch language.</p>
<p>Work Assignment: (Description of roles and responsibilities)</p>	<p>The Consultant is expected to provide translation services for:</p> <ul style="list-style-type: none"> A. ESP Lessons Learned Report - (<i>approximately 70-80-pages</i>) B. ESP Resource Package (<i>approximately 30-40 pages</i>) C. Powerpoint Presentation of Report and Toolkit/Resource Package - (<i>10-slides max</i>).

<p>Duration & working schedule:</p>	<p>This is a deliverable-based consultancy and is expected to take place over the course of 25 working days from Sept. 4th, 2023 to Oct. 6th, 2023.</p>		
	<p># of days</p>	<p>Proposed Deadline</p>	<p>Deliverables</p>
<p>8 days</p>	<p>Sept. 4th - Sept. 13th, 2023</p>	<p><u>First Drafts:</u></p>	<ul style="list-style-type: none"> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation
<p>5 days</p>	<p>Sept. 14th - Sept. 20th, 2023</p>		<p>Review & Feedback (<i>UNFPA</i>)</p>
<p>5 days</p>	<p>Sept. 21st - Sept. 27th, 2023</p>	<p><u>Submission of Second Drafts:</u></p>	<ul style="list-style-type: none"> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation
<p>3 days</p>	<p>Sept. 28th - Oct. 2nd, 2023</p>		<p>Review & Feedback (<i>UNFPA</i>)</p>

	4 days	Oct. 3 rd - Oct. 6 th , 2023	<u>Submission of Final Drafts:</u> <ul style="list-style-type: none"> - ESP Lessons Learned Report in coordination with graphic designer in agreed upon layout - ESP Resource Package in coordination with graphic designer in agreed upon layout - ESP Powerpoint Presentation in coordination with graphic designer in agreed upon layout
<i>Please note that there may be minor edits requested following submission of final drafts.</i>			
Place where services are to be delivered:	The Consultant is expected to work remotely, utilising his/her own office space, software, computer, internet, telephone and other equipment, as needed, to undertake the assignment.		

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The Consultant is expected to submit the following deliverables in accordance with the time frame listed.								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Deliverables</th> <th style="text-align: center;">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="453 969 1217 1144"> <u>First Drafts:</u> <ul style="list-style-type: none"> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation </td> <td data-bbox="1217 969 1445 1144" style="text-align: center; vertical-align: top;">Sept. 13th, 2023</td> </tr> <tr> <td data-bbox="453 1144 1217 1321"> <u>Second Drafts:</u> <ul style="list-style-type: none"> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation </td> <td data-bbox="1217 1144 1445 1321" style="text-align: center; vertical-align: top;">Sept. 27th, 2023</td> </tr> <tr> <td data-bbox="453 1321 1217 1498"> <u>Final Drafts:</u> <ul style="list-style-type: none"> - ESP Lessons Learned Report in final design/layout - ESP Resource Package in final design/layout - ESP Powerpoint Presentation in final design/layout </td> <td data-bbox="1217 1321 1445 1498" style="text-align: center; vertical-align: top;">Oct. 6th, 2023</td> </tr> </tbody> </table>	Deliverables	Due Date	<u>First Drafts:</u> <ul style="list-style-type: none"> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation 	Sept. 13 th , 2023	<u>Second Drafts:</u> <ul style="list-style-type: none"> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation 	Sept. 27 th , 2023	<u>Final Drafts:</u> <ul style="list-style-type: none"> - ESP Lessons Learned Report in final design/layout - ESP Resource Package in final design/layout - ESP Powerpoint Presentation in final design/layout 	Oct. 6 th , 2023
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The draft and final reports are expected to be delivered electronically and should be properly formatted and referenced.									
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The UNFPA Sub regional Office for the Caribbean (UNFPA SROC), will directly contract the Consultant. Monitoring will be provided by UNFPA SROC</p> <p>The above-mentioned deliverables will be submitted to UNFPA’s SROC, which will obtain feedback from peer reviewers.</p>								

Supervisory arrangements:	The Consultant will work under the direct supervision of the Deputy Regional Director/Communications and Advocacy Specialist, in close coordination with the Regional GBV Specialist and the GBV Consultant currently developing the tools.
Expected travel:	Travel will not be required for this assignment. Communication is expected to be conducted electronically and/or <i>via</i> the telephone.

Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> ● Proficiency in English and Dutch ● Degree in official translation services ● Associate Degree in Social Sciences or related course of study ● At least five (5) years' experience in translation services ● Proven track record in producing high-quality translated documents ● Experience working with civil society or international partners is an asset ● Experience working with UNFPA or another UN Agency is an advantage ● Excellent interpersonal skills; culturally and socially aware as well as sensitive; ● Receptive to critique and feedback on work ● Respectful of deadlines
Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<p>UNFPA will share all relevant documents with the consultant once the assignment is awarded. UNFPA will facilitate the use of UNFPA virtual platforms for presentation of results, where needed.</p> <p>Confidentiality Statement: All data and information received from UNFPA for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.</p>

<p>Other relevant information or special conditions, if any:</p>	<p>The is payable upon satisfactory completion of the deliverables in keeping with the schedule below</p> <table border="1" data-bbox="555 241 1445 833"> <thead> <tr> <th data-bbox="555 241 655 300">%</th> <th data-bbox="655 241 1230 300">Deliverables</th> <th data-bbox="1230 241 1445 300">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="555 300 655 479">20%</td> <td data-bbox="655 300 1230 479"> <u>First Drafts:</u> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation </td> <td data-bbox="1230 300 1445 479">Sept. 13th, 2023</td> </tr> <tr> <td data-bbox="555 479 655 658">30%</td> <td data-bbox="655 479 1230 658"> <u>Second Drafts:</u> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation </td> <td data-bbox="1230 479 1445 658">Sept. 27th, 2023</td> </tr> <tr> <td data-bbox="555 658 655 833">50%</td> <td data-bbox="655 658 1230 833"> <u>Final Drafts:</u> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation </td> <td data-bbox="1230 658 1445 833">Oct. 6th, 2023</td> </tr> </tbody> </table> <p>The Consultant will be required to complete all identified mandatory courses to undertake this consultancy.</p>	%	Deliverables	Due Date	20%	<u>First Drafts:</u> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation	Sept. 13 th , 2023	30%	<u>Second Drafts:</u> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation	Sept. 27 th , 2023	50%	<u>Final Drafts:</u> - ESP Lessons Learned Report - ESP Resource Package - ESP Powerpoint Presentation	Oct. 6 th , 2023
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<p>Expressions of interest / Applications</p>	<p>Interested consultants are requested to submit an application to UNFPA SROC to include:</p> <ol style="list-style-type: none"> a. Up-to-date curriculum vitae(s); and b. Letter of motivation / interest <p>The application should be submitted by e-mail no later than 12 noon EST, Monday, 23 August 2023. E-mail address: vacancy.sroc@unfpa.org.</p> <p>Email Subject: <i>Application - Consultant (Translation Services from English to Dutch)</i></p> <p>Also please register in the UNFPA Consultants Roster at: http://consultantroster.unfpa.org. Also note that only shortlisted candidates will be contacted.</p>												