

TERMS OF REFERENCE

Posting Title:	English/French Translator Consultancy for the Ocean Governance Studies of Cameroon (DOALOS/Norad Programmes of Assistance)
Department/Office:	Division for Ocean Affairs and Law of the Sea, United Nations Office of Legal Affairs
Duty Station:	Home based (remote work)
Type of Contract:	Consultancy
Post Level:	Consultant (Translator)
Languages Required:	English and French
Starting Date (date when the selected candidate is expected to start)	1 September 2023
Duration:	Part time. 1 September to 1 October 2023
Contract Sum:	US \$4,000 (paid upon the Division's confirmation of completion)

Background

The Programmes of Assistance to Meet the Strategic Capacity Needs of Developing States in the Field of Ocean Governance and the Law of the Sea is a project implemented by the Office of Legal Affairs of the Secretariat of the United Nations through its Division for Ocean Affairs and the Law of the Sea ("OLA/DOALOS" or "the Division"), with funding provided by Norway, through its Norwegian Agency for Development Cooperation (Norad). The project provides support to developing countries, particularly Small Island Developing States (SIDS), in building sustainable ocean-based economies through addressing critical capacity barriers at the regional and national levels, including with respect to the implementation of the 1982 United Nations Convention on the Law of the Sea ("UNCLOS") and related frameworks.

The project is composed of three major series of activities, one of which focuses on the conduct of analyses of national frameworks for ocean governance in selected beneficiary States (Ocean Governance Studies). The study consist of a national level inventory and analysis of legal and institutional frameworks for ocean governance in the selected beneficiary States, including a component focusing on specific priority ocean sectors of strategic relevance to the State, with the view to provide a high-level overview of the State's legal and institutional framework for oceans; enhance the awareness of the beneficiary State regarding their overall legal and institutional framework for oceans, including potential linkages, overlaps and gaps; compare the national legal and institutional framework to core requirements under UNCLOS and related applicable international instruments; assist beneficiary States in the identification and prioritization of capacity gaps in the development and implementation of frameworks for oceans; and provide a knowledge base of the national legal and institutional frameworks for oceans.

After review by DOALOS and the beneficiary States, the Ocean Governance Studies are published as an electronic document ranging in length from 100 and 200 pages. Some of the Ocean Governance Studies are translated into additional languages.

Work Location

The consultant will be home based.

Expected Duration

Part time: from 1 September to 1 October 2023.

Duties and Responsibilities

Under the overall supervision of the Director of the Division, the work of the Consultant shall be overseen by the Senior Legal Officer in charge of Capacity-Building and Trust Funds (the Head) and managed directly by the Officer serving as Focal Point for the project within the Division, to whom the Consultant shall report.

The consultant shall be responsible for producing high quality and timely translation from English to French of the Ocean Governance Study of Cameroon.

The consultant is expected to:

- Ensure correct translation of the Ocean Governance Study;
- Edit and proof-read the text to accurately reflect language;
- Review translations prior to delivery, including checking of spelling and grammar, confirming technical accuracy, and verifying overall clarity and fluency in the applicable language;
- Incorporate any and all amendments made by DOALOS to the translated text;
- Ensure timeliness in undertaking the translation.

Timelines

Date of delivering draft to the translator	1 September 2023
Estimated date to receive translated document	1 October 2023

Requirements

- Competencies

Professionalism: Demonstrates integrity by modelling the United Nations' values and ethical standards. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly. Takes responsibility for incorporating gender perspectives. Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Exercises due professional care by considering the extent of work needed to achieve the evaluation. Ability to identify issues, formulate opinions and present conclusions and recommendations. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively. Asks questions to clarify and exhibits interest in having two-way communication. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Strong interpersonal skills, communication and diplomatic skills, ability to work in a team. Openness to change and ability to receive/integrate feedback.

- **Experience work**

Proven experience (at least five years) with translating technical and official documents, editing and proof reading. Experience in editing and proof reading and knowledge in technical texts related to ocean affairs, sustainable use and conservation is highly desirable.

- **Languages**

For this position, fluency in English and French with excellent drafting and communication skills, is required.

Knowledge of other United Nations official languages is an advantage.

Schedule of payment

The consultant shall be paid upon completion of the full translation of the ocean governance study for Cameroon.

TO APPLY TO THIS CONSULTANCY:

Please send an email to rachel.lucas@un.org (with a copy to doalos@un.org)

Closing date: 22 August 2023

**** Female candidates are strongly encouraged to apply ****