

## **TERMS OF REFERENCE**

<b>Posting Title:</b>	English/Chinese Translator Consultant for Policy Briefs (Project of Assistance to Strengthen Participation in and Implementation of the United Nations Fish Stocks Agreement (UNFSA POA))
<b>Department/Office:</b>	Division for Ocean Affairs and Law of the Sea, United Nations Office of Legal Affairs (“the Division”)
<b>Duty Station:</b>	Home based (remote work)
<b>Type of Contract:</b>	Consultancy
<b>Post Level:</b>	Consultant (Translator)
<b>Languages Required:</b>	English and Chinese
<b>Starting Date:</b>	2023
<b>(date when the selected candidate is expected to start)</b>	
	25 October
<b>Duration:</b>	Part time. 25 October to 25 November 2023
<b>Contract</b>	US \$1,000 (paid upon the Division’s confirmation of completion of each phase)
<b>Sum:</b>	

## **Background**

The Project of Assistance to Strengthen Participation in and Implementation of the United Nations Fish Stocks Agreement (UNFSA POA) is a project funded by the European Union through the Food and Agriculture Organization of the United Nations (FAO). It is implemented by the United Nations Office of Legal Affairs through its Division for Ocean Affairs and the Law of the Sea (DOALOS), in cooperation with the FAO. The UNFSA POA aims to contribute to improving the conservation and management of straddling fish stocks and highly migratory fish stocks, in accordance with the United Nations Fish Stocks Agreement, through a series of activities over a three-year period.

The UNFSA POA will seek to address critical capacity barriers and raise awareness at the regional and national levels for the participation in and implementation of the United Nations Fish Stocks Agreement (UNFSA), thereby contributing to the conservation and sustainable use of straddling fish stocks and highly migratory fish stocks, in accordance with the Agreement. In particular, the Project of Assistance will contribute to increasing awareness of UNFSA and its provisions, increasing participation by developing States Parties in this important legal instrument and strengthening the full and effective implementation of UNFSA by all States Parties to it.

The UNFSA POA comprises four principal outcomes, namely i. raised awareness of the benefits of participation in UNFSA, as well as the full and effective implementation of its provisions; ii. improved understanding of the provisions and implementation requirements of the UNFSA; iii. strengthened capacity of developing States Parties to implement UNFSA at the national level; and iv. strengthened implementation of UNFSA at the international level. The activities include the preparation of three policy briefs, an informational toolkit, and an implementation guide, as well as outreach missions, targeted needs-based technical assistance and the identification of potential areas on which to focus future work to strengthen implementation of UNFSA at the international level.

The Translations consultant will assist in translating the three policy briefs produced within the Project from English to Chinese.

## **Work Location**

The translations consultant will be home based

## **Expected Duration**

Part time. 25 October to 25 November 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 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 Chinese of the policy briefs produced for the UNFSA PoA.

The consultant is expected to:

- Ensure correct translation of the Policy Briefs;
- 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;
- Consult the United Nations Ocean Affairs and Law of the Sea and sustainable fisheries documents as resource for examples of correct terminology use. (e.g., General Assembly Resolutions, Secretary General reports, and other relevant documents suggested by DOALOS);
- Incorporate any and all amendments made by DOALOS to the translated text;
- Ensure timeliness in undertaking the translation.

## Scope of works and deliverables

The main deliverables of the consultancy are the following:

### *I. Policy Briefs translation*

The consultant will be required to provide accurate, high quality, and timely translation of the following documents:

1. General public policy brief
2. Policy makers policy brief
3. Fisheries managers policy brief

This translation shall include all text and graphic elements included in the documents, which will be provided by DOALOS.

### *II. Policy Briefs' Design Revision*

After the translated text is laid out into a designed format, the consultant will ensure the text is accurate and will provide any comments and suggested changes if needed.

## Timelines

<b>Phase 1 completion</b>	Approved: Translation of 3 policy briefs.	Week 2
<b>Phase 2 completion</b>	Approved: Revision of policy briefs' layout	Week 4

## 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 Chinese with excellent drafting and communication skills, is required.

Knowledge of other United Nations official languages is an advantage.

**TO APPLY TO THIS CONSULTANCY:**

Please send an email to [mariana.blancobolanos@un.org](mailto:mariana.blancobolanos@un.org) (with a copy to [doalos@un.org](mailto:doalos@un.org))

**Closing date:** 6 October 2023

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

