



UNISDR Americas Regional Office  
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### Consultant vacancy with UNISDR

**Date of issue:** 13 February 2015

ISDR/C/03/15

**Post Title & Level:** Consultant for documents translation from Spanish to English

**Duty station:** Home based

**Duration:** 10 months

**Deadline for applications:** February 27, 2015

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#### *United Nations Core Values:*

*Integrity • Professionalism • Respect for diversity*

#### **Background:**

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has around 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as Prevention Web, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organization of the Global Platform for Disaster Risk Reduction.

**Duties and Responsibilities:**

- Translate and proofread;
- Share draft translation with UNISDR Americas;
- Incorporate suggested changes to the translation;
- All text, including text contained in figures, boxes, captions, sources and covers requires translation and proofreading;
- The translator is expected to perform terminology research (i.e. in UNISDR 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.

**Required selection criteria:**

- Advanced degree in translation from Spanish to English
- Minimum of 5 years of experience with an advanced translation degree, or 10 years with a bachelor's degree in other fields.
- Demonstrated experience in translating professional documents;
- Experience in translating UN documents in general and UNISDR in particular will be considered favorable;
- Outstanding translation and editing skills in Spanish and English;
- Experience in translating issues related to disaster risk reduction, development or related field;
- Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner
- Fully proficient in computer skills

**Required service:**

Approximately 400 pages (to be required on different service requests along the year) translated in the period March to December **and quote for word.**

**Note:** the amount of 400 pages is an estimate

**Evaluation**

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
  - Technical Criteria weight; 55%

- Financial Criteria weight; 45%

Technical Assessment and Curriculum: 55 points distributed as follows:

Criteria	
<b>Technical</b>	
Advanced degree in translation from Spanish to English	10 points
Relevant experience	15 points
Translation evaluation test	30 points
<b>Financial proposal</b>	<b>45 points</b>

### Payment:

For each service required the payment will be made as follow:

- Payment will be processed based on the delivery of products and approved by the Head of the UNISDR Americas office.
- First payment upon receipt of agreed draft translation of the standard format and guidelines, and final payment upon receipt of agreed final translation of the standard format and guidelines.

### Competencies:

**Professionalism:** Strong background, knowledge and understanding of the concepts, principles and approaches to disaster risk reduction. Familiarity with disaster risk reduction programmes and activities at regional, sub-regional levels and ability to identify and analyze regional and national priorities, needs and capacities and develop appropriate strategies and actions

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately

**Teamwork:** Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment.

### Qualifications:

A minimum of 5 years of relevant working experience translating official documents from Spanish into English, particularly regarding disaster risk reduction, sustainable development, climate change and

environmental issues, or other related fields. An advanced degree in translation is required. A bachelor's degree in other fields (such as social science, journalism or international relations) combined with a minimum of 10 years of professional experience may be accepted in lieu of an advanced university degree in translation. Strong editing and proofreading skills. Ability to meet strict deadlines, while maintaining high quality levels. Computer literacy (Microsoft Office, etc.) Content and grammar accuracy.

**Other relevant experience:**

- Specialized knowledge of vocabulary related to disaster risk reduction, climate change, environmental issues and related fields.
- Familiarity with the UN system in general and UNISDR in particular is strongly preferred.
- Ability to perform terminology and subject matter research.
- Adaptability and flexibility to work under pressure.

**Language:** Excellent Spanish and English speaking and writing skills.

**How to apply:**

Qualified candidates should send the following documentation per email to [vacantes@eird.org](mailto:vacantes@eird.org):

1. Motivation letter
2. Economic proposal
3. P11 Form (UN Personal history form, the form can be downloaded at: <http://www.unisdr.org/who-we-are/vacancies>).

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject (**ISDR/C/03/2015**).

**Please note that applications received after the deadline will not be accepted. Applicants will be contacted only if they are under serious consideration. Applications that do not include all the required documents will be disqualified. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.**