



## TERMS OF REFERENCE

<b>Reference number</b>	<b>TOR-VNM-2022-023</b> <b>(Please refer to this number in the application)</b>
<b>Assignment title</b>	<b>Interpreter cum Translator (National consultant) from Lao to Vietnamese and vice-versa</b>
<b>Purpose</b>	To provide simultaneous interpretation for 1 working day (8 hours) and translation service from Lao to Vietnamese and vice-versa for UN Women Viet Nam Country Office
<b>Location</b>	Ha Noi, Vietnam
<b>Contract duration</b>	15 September to 30 September 2022
<b>Contract supervision</b>	UN Women Viet Nam Programme Analyst on DRR/CC

### I. BACKGROUND

#### UN Women

The United Nations Entity for Gender Equality and the empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Viet Nam, UN Women contributes to the development objectives of Viet Nam's Socio-Economic Development Plan and the National Strategy for Gender Equality. Its Country Strategy Note for 2022-2026 is aligned to the upcoming UN Sustainable Development Cooperation Framework (CF) 2022-2026 and is focused on supporting Viet Nam's fulfilment of Gender Equality commitments under The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), and the promise of the 2030 Sustainable Development Agenda to "leave no one behind". The key priorities of UN Women in the 2022-2026 period are:

- (i) People in Viet Nam, especially those at risk of being left behind, will benefit from and contribute to safer and cleaner environment resulting from Viet Nam's effective and gender responsive mitigation and adaptation to climate change, disaster risk reduction and resilience building,

promotion of circular economy, the provision of clean and renewable energy, and the sustainable management of natural resources;

- (ii) By 2026, people in Viet Nam, especially those at risk of being left behind, will contribute to and benefit equitably from more sustainable, inclusive and gender-responsive economic transformation based on innovation, entrepreneurship, enhanced productivity, competitiveness, and decent work;
- (iii) By 2026, people in Viet Nam, especially those at risk of being left behind, will have benefited from and have contributed to a more just, safe and inclusive society based on improved governance, more responsive institutions, strengthened rule of law and the protection of and respect for human rights, gender equality, and freedom from all forms of violence and discrimination in line with international standards.

As three neighbors, having a long relationship, Vietnam, Laos and Cambodia stood side by side to gain national independence in the previous period and have worked closely together in national construction and defense today. Along with people from all walks of life, women of the three countries have also built a relationship of solidarity, friendship and cooperation.

Up to now, there have been many bilateral cooperation agreements signed between the Vietnam Women's Union (VWU) and the Laos and Cambodia Women's organizations, the most recent of which is the Agreement for the 2017 - 2022 period. The cooperation relationship of women's organizations of three countries has effectively contributed to the socio-economic development of each country, to the peace, security, stability and common development of the region and the world.

Over the past years, the Women's Organizations of the three countries have carried out many practical activities in promoting gender equality and women's development. The year 2022 is the year of Vietnam-Laos Friendship and Solidarity, Vietnam-Cambodia Friendship, to mark 60<sup>th</sup> anniversary of diplomatic relations between Vietnam and Laos, 55<sup>th</sup> anniversary of diplomatic relations between Vietnam and Cambodia. On this occasion, the VWU in collaboration with the Lao Women's Union and the Cambodian Women for Peace and Development will organize a hybrid Forum "Women of Viet Nam, Laos and Cambodia promote international cooperation and integration for green and sustainable development in a COVID-19 world" at 3 venues (Hanoi, Vientiane and Phnom Penh). The budget is co-financed by VWU and UN Women.

In order to provide professional translation and interpretation services from Lao to Vietnamese and vice-versa, UN Women Vietnam Country Office seeks to hire a qualified national interpreter cum translator from Lao to Vietnamese and vice-versa.

## **II. Objective of the Consultancy**

She/he will work under the supervision of the UN Women Programme Analyst on DRR/CC and will be ultimately responsible to the UN Women Country Representative in Viet Nam.

### III. Specific tasks

The interpreter/translator will provide simultaneous interpretation from Lao to Vietnamese and vice-versa for 1 working day (8 hours) on 28 September 2022 and written translation from Lao to Vietnamese and vice-versa for maximum 50 pages (350 words per page) for documents for UN Women Viet Nam Country Office.

### IV. Institutional arrangement

The consultant will be ultimately responsible to the UN Women Country Representative in Viet Nam. The consultant will work closely with UN Women Programme Analyst on DRR/CC.

### V. Duration of assignment

The contract period is from 15 September to 30 September 2022, in which the simultaneous interpretation service is planned on 28 September 2022.

### VI. Deliverables

Excellent simultaneous interpretation service from Lao to Vietnamese and vice-versa provided in the event for 1 day on 28 September 2022.

Translation from Lao to Vietnamese and vice-versa of reports and other documents reflects high quality, result-based standard and format established by UN Women.

### VII. Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). Technical evaluation will be based on the following criteria stated as below

#	EVALUATION CRITERIA	MAX. POINT
1	A minimum of five years of experience in translation and simultaneous interpretation services from Lao to Vietnamese and vice-versa	20
2	At least two years of experience in translation on gender and women issues from Lao to Vietnamese and vice-versa	20
3	Good understanding of social and gender related issues	20
4	University degree in linguistics, social sciences, law or any related field	20
5	Relevant working experiences for translation and interpretation services from Lao to Vietnamese and vice-versa in international events	20
	Total	100

### Core Values and Competencies

In addition to aforementioned requirements and qualifications, it is important that the intern shares the core values and core competencies of the organization.

### Core Values

- Respect for Diversity
- Integrity
- Professionalism

### Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

### Functional Competencies:

- Strong commitment to and good understanding of gender equality and women's empowerment issues;
- Strong interpersonal skills;
- Strong organizational skills and strong self-direction;
- Strong research and communication skills;
- Ability to prioritize and work under pressure with colleagues at all levels;
- Knowledge of gender mainstreaming and desired knowledge of the UNCT-SWAP Gender Equality Scorecard.
- Development and Innovation: Take charge of self-development and take initiative;
- Work in teams: Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication;
- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others;
- Conflict management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution;
- Continuous Learning and Knowledge sharing: Encourage learning and sharing of knowledge.

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, 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.

At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application. UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)

#### **VIII. Application procedure and deadline**

Candidates are requested to send the following documents in one application email to [procurement.vietnam@unwomen.org](mailto:procurement.vietnam@unwomen.org)

Candidates are requested to send the following documents in one application email to [procurement.vietnam@unwomen.org](mailto:procurement.vietnam@unwomen.org)

1. Updated CV
2. Letter of interest explaining why you are the most suitable for the work taking into account the required experience and skills
3. Two references which can verify your experience and skills for the post applied for.
4. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>.
5. Financial proposal specifying consultancy rate

**Deadline for Application: 7 September 2022 -17:000 hrs (Ha Noi Time)**

#### **IX. Evaluation**

The evaluation will be based on the combination of the weighted technical and financial scores (70 per cent technical and 30 per cent financial).

**NOTE:** Documents required before contract signing:

- UN Personal History Form
- Full medical examination and Statement of Fitness to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts).

- Completed UNDSS BSAFE online training course.  
EN: <https://training.dss.un.org/>
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtaining medical clearance from the UN Medical Doctor prior to taking up their assignment.
- Release letter in case the selected consultant is government official.