

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Consultancy Title: LTA Individual consultancy: Interpretation and translations	Funding Code (Grant and WBS): Click here	Name of the requesting business area & Section: People and Culture	Duty Station Maputo
Number of Consultants Required (To be filled only if multiple consultants are needed): 5			
Purpose of Activity/Assignment <i>(Consultants may be engaged only when the assignment is of a temporary nature; based on payment for services or work with defined deliverables and outputs that are specific and measurable, to be performed and completed within a specified period of time. Consultants must not be engaged to perform staff functions or other functions that are not based on defined deliverables or outputs):</i> UNICEF has several activities that necessitate the use of interpretation and translation services from English into Portuguese and Portuguese into English. The goal of this TOR is to identify qualified candidates who will be called upon as and when such services are required (i.e. having a long-term agreement with UNICEF). UNICEF Mozambique requires interpretation and translation services to support its various activities, meetings, workshops, conferences, and official communications in both English and Portuguese. The purpose of this Terms of Reference (TOR) is to identify and establish a Long-Term Agreement (LTA) with qualified and experienced service providers who can provide high-quality interpretation and translation services from English to Portuguese and Portuguese to English, on an as-needed basis, in accordance with UNICEF's requirements and established standards.			
Scope of Work: 1. Methodology and Technical Approach The service provider will work closely with the requested UNICEF section and relevant Programme Officers to ensure the effective delivery of interpretation and translation services. UNICEF will provide the necessary background information, reference materials, and relevant details regarding the subject matter of each assignment to facilitate accurate and context-appropriate service delivery. Specific requirements, deliverables, timelines, and other assignment-related arrangements will be communicated and agreed upon with UNICEF on a case-by-case basis through individual Terms of Reference (TORs) or service requests under the Long-Term Agreement (LTA). The service provider is expected to: • Undertake assignments in accordance with the agreed TOR, scope of work, and specific requirements communicated by UNICEF. • Deliver all services and submit the required outputs within the agreed deadlines. • Ensure the accuracy, consistency and quality of all interpretation and translation services. • Maintain a high standard of professionalism when interacting with UNICEF staff, partners, counterparts, and other stakeholders. • Maintain strict confidentiality regarding all documents, discussions, and information accessed during assignments. • Ensure that interpretation and translation services accurately convey the meaning, context, and terminology of the source material in the target language. 2. Activities and Tasks In close coordination with the requested UNICEF section, the service provider will undertake the following activities, as required on a case-by-case basis: • Interpretation services: Provide high-quality simultaneous and/or consecutive interpretation between English and Portuguese, and vice versa, during meetings, workshops, seminars, conferences, field visits, and other UNICEF-related activities.			

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- **Written translation services:** Translate documents from English into Portuguese and from Portuguese into English, ensuring accuracy, clarity, consistency, and appropriate use of terminology. Documents may include reports, presentations, official correspondence, technical materials, publications, and other UNICEF-related documents.
- **Quality assurance and revisions:** Review translated materials and incorporate reasonable revisions or corrections requested by UNICEF to ensure that the final deliverables meet the agreed quality standards and requirements.
- **Confidentiality and professional conduct:** Safeguard all information and documentation received or accessed during assignments and comply with UNICEF's applicable policies, standards, and professional requirements.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☐ YES ☒ NO

Direct contact role

Is this project/assignment considered as "[Elevated Risk Role](#)" from a direct contract role perspective?

☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

[Click here](#)

Child data role

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child data role perspective?

☐ YES ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information (e.g. name, national ID, location data, photos) of children:

[Click here](#)

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Included in Annual/Rolling Workplan:
☒ YES ☐ NO

If No, please justify:

[Click here](#)

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Consultant Sourcing:
☒ National
☐ International
☐ Both

Note: Please select the option relevant to your consultancy assignment. If selected 'National', applications from international candidates will not be accepted and vice-versa.

Competitive Selection:
☒ **Advertisement**

Note: for open competitive selection process to publish consultancy on UNICEF TMS portal.

Two weeks is recommended as minimum for advertisement, however, hiring manager may adjust based on urgency/context while ensuring transparency and fairness. Please indicate below accordingly:

Advertisement duration in calendar days: 10
☐ **Roster**

By selecting this sourcing type, the signatory of this ToR certifies that the candidates listed below are sourced from a valid and approved roster established via a competitive and transparent process, and that the ToR falls within the scope of the roster. Listed candidates shall have a full TMS profile. In the table below, provide a list of candidates from the roster (who are meeting this ToR requirements) to seek financial proposal:

Name of Candidates	Email Address as per Roster
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here
Click here	Click here to add text or click the + sign to add more rows

☐ **Single Source Selection: (Emergency – Director's approval)**

Note: As per UNICEF procedure on Consultants (Document Number: PROCEDURE/DHR/2022/007) effective 1 December 2022, Single Source Selection is only applicable to countries, regions and subject-matter areas that have been designated by the Executive Director as being in an "emergency situation", as stipulated in [CF/EXD/2010-005, Recruitment and Staffing in Emergency Situations, paragraph 1.3](#).

Single source may also be applied in other circumstances, in accordance with FRR 112.30 ([UNICEF Financial Regulations and Rules \(Annex to E ICEF 2011 AB L.8\)](#)), provided that a clear and justified rationale is documented in the NFR based on one of the applicable FRR conditions.

Additional document requirement:  [NFR Waiver of Competitive Bidding for Individual Contracts \(Consultants\).docx](#)

For Long-Term Agreements (LTA), this ToR template is not to be used. For LTA, please use the [Work Order](#) template.

Reasons why consultancy cannot be performed by staff:

Click here

Contract Manager:

Click here

Start Date: *Ensure the start date accounts for the contracting process SLA*
16.11.2026

End Date:

16.11.2027

[illegible]

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Total estimated consultancy costs (Consultancy Fees + Travel Costs) For multiple consultants indicate the total estimated budget (total budget for 1 consultant * number of consultants = total)					Total in contract currency: Click here

- Add more line to the table as needed
- Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
- Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.
- In case of unplanned travel, register it in a separate deliverable line and reserve funds for potential future travel needs. Such travel will be reimbursed based on actual travel receipts. (This information is not shared with applicants for financial bidding.)
- Marked (*) information will be part of the financial proposal shared with the consultant.
- Marked (**) information will not be shared with the consultant.

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Minimum Qualifications required*: ☒ Bachelors ☐ Masters ☐ PhD ☐ Other Enter Disciplines: University Degree in English and/or Portuguese (a university/higher education degree in translation and/or interpretation will be an asset)	Years of Experience/ Knowledge/Expertise/Skills required*: Work Experience: - Demonstrated excellent translation and interpretation skills in English and Portuguese - A minimum of five (5) years of relevant professional experience in translation and interpretation services. - Experience in organizing and conducting English language training sessions and English writing skills workshops will be considered an asset. Language Requirements: Fluency in both English and Portuguese, with excellent oral and written communication skills in both languages. Knowledge/Expertise/Skills: - Knowledge of Mozambican culture and context; familiarity with local languages, including Bantu languages, will be considered an asset. - Familiarity with UNICEF's mandate, programmes, development priorities, and related issues will be considered an asset. - Ability to work collaboratively with diverse teams, maintain professional relationships, and meet agreed deadlines. - Strong attention to detail and commitment to accuracy, quality, confidentiality, and professional ethics. - Ability to manage multiple assignments and adapt to changing priorities while maintaining high-quality standards.
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))	
A) Technical Evaluation (e.g. 75 points) Technical Evaluation Criteria: - Relevant Professional Experience: 30 points - Language Proficiency and Technical Skills: 30 points - Relevant Knowledge and Additional Expertise: 15 points Click here Click here Qualifying score in technical evaluation is 75 points	B) Financial Proposal (e.g. of 25 points)

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out of Click here points. Technical proposal requirement (if applicable): Click here	
Working arrangement: ☒ Remote ☐ Office Based	UNICEF email address required: ☐ YES ☒ NO
Prepared by People and Culture (Contract manager): Signature: <u>Ana Chiria</u> Name: Ana Chiria Designation: Administrative & Finance Associate	
Approved by (as per the requesting Office's Table of Authority): Signature: <u>Antonio Patricio</u> Name: Antonio Patricio Designation: Deputy Representative Operation	

Text to be added to all ToRs:

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible for ensuring that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.