

TERMS OF REFERENCE

Individual Consultants / Long-Term Agreement (LTA) for Simultaneous Interpretation, Consecutive Interpretation, Written Translation and Editing Services (Mongolian–English / English–Mongolian)

CONTRACT MODALITY: Individual Consultancy, Remote, LTA

DUTY STATION: Ulaanbaatar, Mongolia

DURATION OF LTA: 2 years

Purpose of Assignment

To establish a Long-Term Agreement (LTA) with individual consultants to provide simultaneous interpretation, consecutive interpretation, written translation, and editing services between Mongolian and English (and vice versa) to UNICEF Mongolia Country Office on an as-needed, call-down basis over a two-year period. This LTA will streamline sourcing of qualified language professionals, ensure quality and consistency of language services, and reduce the need for repeated ad hoc competitive processes for individual assignments.

Scope of Work:

Applicants may apply for one, several, or all of the following four service categories. Each category will be evaluated and rostered separately, and consultants will only be called upon for the category/categories in which they qualify.

Category 1. Simultaneous Interpretation (Mongolian↔English)

Booth/simultaneous interpretation for high-level meetings, conferences, workshops, ministerial and donor events, and training sessions, field visits.

Category 2. Consecutive Interpretation (Mongolian↔English)

Interpretation for meetings, field visits, interviews, focus group discussions, bilateral consultations, and community engagements.

Category 3. Written Translation (Mongolian↔English)

Translation of reports, official correspondence, policy and programme documents, publications, communication and advocacy materials, and other UNICEF documents. Translation should preserve the meaning, formatting, tables, figures, images, captions and overall layout of the original document, where applicable.

Category 4. Editing Services (English and Mongolian)

Editing and proofreading of translated or originally drafted documents in English and/or Mongolian to ensure accuracy, clarity, consistency, grammar, terminology and adherence to UNICEF/UN style.

As this is a Long-Term Agreement (LTA), specific deliverables, timelines and travel (if any) will be defined under each individual call-down assignment/purchase order/work order. Each assignment will specify:

- Scope and nature of the assignment
- Deadline/delivery date
- Volume (e.g., words, pages, hours or days)
- Applicable fee based on the consultant's LTA-agreed rate

Minimum Qualifications required*:

- University degree in translation, linguistics, English, Mongolian, communications, or a related field

Years of Experience/ Knowledge/Expertise/Skills required:

Category 1. Simultaneous Interpretation (Mongolian ↔ English)

Language Requirements:

- Excellent written and spoken English and Mongolian, with the ability to interpret accurately in both directions.

Knowledge/Expertise/Skills:

- Minimum 5 years of professional experience in simultaneous interpretation.

- Demonstrated experience providing simultaneous interpretation for conferences, high-level meetings, ministerial/donor events, workshops, training sessions, and/or field visits.
- Strong ability to accurately convey complex, technical and professional content in real time.
- Strong listening, communication, concentration and terminology-management skills.

Desirables:

- Experience working with UN agencies, international organizations, or diplomatic missions.
- Experience interpreting for high-level officials, ministers, senior management or international conferences.
- Familiarity with UN terminology and development/humanitarian terminology.

Category 2. Consecutive Interpretation (Mongolian ↔ English)

Language Requirements:

- Excellent written and spoken English and Mongolian, with the ability to interpret accurately in both directions.

Knowledge/Expertise/Skills:

- Minimum 3 years of professional experience in consecutive interpretation.
- Demonstrated experience in meetings, field visits, interviews, focus group discussions, bilateral consultations, community engagements and/or similar settings.
- Ability to accurately interpret technical and professional discussions while maintaining the intended meaning and context.
- Strong listening, communication, note-taking and interpersonal skills.

Desirables:

- Experience working with UN agencies, international organizations, or diplomatic missions.
- Experience in development, humanitarian, social, education, health or other programme-related settings.
- Familiarity with UN terminology and development/humanitarian terminology.

Category 3. Written Translation (Mongolian ↔ English)

Language Requirements:

- Excellent written proficiency in English and Mongolian, with the ability to translate accurately in both directions.

Knowledge/Expertise/Skills:

- Minimum 5 years of professional experience in written translation between English and Mongolian.
- Demonstrated experience translating reports, official correspondence, policy and programme documents, publications, communication and advocacy materials, and/or similar documents.
- Strong command of grammar, terminology, style, consistency and accuracy in both languages.
- Ability to translate complex and technical content while maintaining the meaning, tone and context of the original document.

Desirables:

- Experience providing translation services to UN agencies, international organizations or diplomatic missions.
- Experience translating development, humanitarian, social, education, health or other programme-related materials.
- Familiarity with UN terminology, style and editorial standards.

Category 4. Editing Services (English and Mongolian)

Language Requirements:

- Excellent written proficiency in English and/or Mongolian, with demonstrated ability to edit and proofread documents in the relevant language(s).

Knowledge/Expertise/Skills:

- Minimum 5 years of professional experience in editing and/or proofreading in English and/or Mongolian.
- Demonstrated experience editing professional, technical, policy, programme, communication and/or publication materials.
- Strong command of grammar, spelling, syntax, terminology, consistency and clarity.
- Ability to improve the quality and readability of documents while preserving the intended meaning and tone.

Desirables:

- Experience providing editing services to UN agencies, international organizations or diplomatic missions.
- Experience editing translated materials and/or bilingual documents.
- Familiarity with UN editorial standards, terminology and style.

Technical proposal requirement:

Applicants should submit the following information and supporting documents for each service category for which they apply:

Category 1 – Simultaneous Interpretation

- A list of relevant simultaneous interpretation assignments undertaken during the last three years, including the type of event, subject matter, client or organization, and the applicant's role. Applicants should include experience in both high-level events and regular professional meetings, where applicable.

Category 2 – Consecutive Interpretation

- A list of relevant consecutive interpretation assignments undertaken during the last three years, including the type of meeting or activity, subject matter, client or organization, and the applicant's role. Applicants should include experience in both high-level events and regular professional meetings, where applicable.

Category 3 – Written Translation

- Two samples of previous written translation work between Mongolian and English, preferably demonstrating experience translating technical, policy, programme or other substantive documents. Applicants should indicate the language direction and their role in each sample.

Category 4 – Editing Services

- Two samples of previous editing or proofreading work in English and/or Mongolian, preferably demonstrating experience with technical, policy, programme or other substantive documents. Applicants should indicate the language of each sample and their role in the work.

Submitted information and samples will be used to assess applicants against the relevant technical evaluation criteria. Applicants may redact confidential or sensitive information from work samples, provided the relevant work and language skills can still be assessed.

Applicants may apply for one or more service categories and should submit the relevant supporting information for each category for which they apply.