**Terms of Reference**

**Translator of EmONC Training Package**

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| Type of Contract | Individual Consultant |
| Assignment Title | National Consultant (Translator)  |
| Duty Station | Dili, Timor Leste |
| Deliverables | Translate EmONC training package from English to Tetun, consisting of Power Point Presentation (PPT), Power Point Presentations, Participants handbook and Trainers Note Book. |

**Background:**

Based on the recommendations of the EmONC Improvement of Action, UNFPA and WHO plan to provide technical support to the Ministry of Health and the INS to develop a comprehensive training package to manage and treat the selected conditions and complications in antenatal, intra-natal and postpartum period. The training package will be based on the national standards and clinical protocols.

A competency based training package has been developed in English version, it is required a translation to Tetun in order to make the training is easier to follow.

**Programmatic context:**

Project: ZZT06TLS

Activity:

**Qualification/s:**

* Bachelor’s or advanced degree in English, or any other relevant subject, with some years of experience working in medicine, nursing or mid-wifery.
* At least 2 years of professional experience as a translator for documents from English to Tetun.
* Copies of at least three previous translated documents, preferably in medical field (including but not limited to Reproductive Health, Family Planning, etc) from English to Tetun.
* Demonstrated self-management skills (i.e. motivation, dealing with pressure, adaptability)
* Ability to work independently and in collaboration with team members.
* Excellent knowledge in English and Tetun.

**Work Setting:**

Under the direct supervision of RH program analyst and under the overall supervision of the UNFPA country Representative and Assistant Representative, the Translator will translate EmONC training package as stated in the beginning of the contract.

**Deliverables:**

* The consultant will translate EmONC training package from English to Tetun (PPT, Participants Book and Trainers Note Book)
* The task to be completed before 30th of March 2018.
* The products will be shared electronically.

**Time period:**

* The consultant will work from 26 February- 27 March 2018

**Payment and Benefits:**

A lump sum payment will be paid upon completion of satisfactory task.

How to Apply: -

An application letter to apply for this consultancy, as well as a curriculum vitae/resume, and P11 must be sent by E-mail to jossoares@unfpa.org by **23rd of February 2018. The consultant must also register on UNFPA consultant roster link:** <http://www.unfpa.org/unfpa-consultant-roster>.