



## Terms of Reference

### English to Swahili/ Swahili to English Translators

#### Introduction and Background

UNFPA, The United Nations Population Fund, is an international development agency supporting countries to address population and development, reproductive health and gender issues in the context of sustainable development.

In order to ensure accurate Swahili/English translation and standard composition of UNFPA outputs and reports in the Swahili/English language; UNFPA Tanzania office seeks a part time Swahili to English/ English to Swahili translators. The translator will be tasked to translate UNFPA documents when required and payments will be made on satisfactory completion of services.

#### Responsibilities

The translator will be responsible for:

1. Producing 100% accurate translation of English text to Swahili and Swahili text to English. Content accuracy includes;- detailed comparison of content, facts and figures and making sure there are no omissions from the source; translations and proofreading of all footnotes and/or endnotes, captions under photographs, lists etc; accurate exact and agreed upon translation of UN agencies and title; accurate and consistent usage of UN terminology adapted to Swahili/English.
2. Ensuring Swahili/English language excellence and proofreading, including excellent Swahili/English language, vocabulary, syntax, expression and grammar as well as all relevant terminologies.
3. Ensuring quality check and proofreading of translation; ensuring that no typographical errors are let in the final text.
4. The translation submitted to UNFPA under this TOR is the property of UNFPA and cannot be submitted, distributed to or used by any other party, unless arranged otherwise.
5. The translator is obligated to work within the required deadlines and available to UNFPA for comments and corrections

#### Required Qualifications:

1. Excellent knowledge of Swahili and English; excellent Swahili/English language skills, writing and typing skills.
2. Proven experience in Swahili/English literature and or writing
3. Proven experience in translations from English to Swahili and Swahili to English for clients such as research institutes, international organizations, translation services or other translation users.

4. Availability for about 5-8 days/month
5. Ensured electronic communication mechanism to include facility for downloading large reports
6. Samples of previous work will be requested
7. A test will be conducted before issuance of a contract

### **Payment**

- Payment will be according to UNFPA terms and conditions. The translator will be paid upon satisfactory completion and delivery of services.

### **How to apply**

Candidates interested in applying should provide the following:

- CV specifying translation experience
- Samples of previous translated works
- Specify your charges per word
- You can apply for both – Swahili to English/English to Swahili or for one of the language translation
- Proof of at least three years' experience in translating Swahili to English and English to Swahili.

Only qualified candidates should apply and only those who have been short listed will be contacted.

Please e-mail your application to the following address:

Country Representative  
United Nations Population Fund (UNFPA)  
11 Ocean Road, Sea View  
P. O. Box 9182  
Dar es Salaam, Tanzania  
Email: [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org)  
Website: <http://tanzania.unfpa.org>

Applications received after this date will not be considered.

CLOSING DATE FOR APPLICATIONS: 30th June 2014

***United Nations Population Fund: Delivering a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.***