

UN-REDD Viet Nam Phase II Programme

Terms of Reference

Interpreter

Background

The UN-REDD Viet Nam Phase II Programme is a part of the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (UN-REDD). Phase II of the Programme was launched in July 2013 after Phase I ran from 2009 to 2012 (Decision 1724/QD-BNN-HTQT dated 29th July 2013). The Programme will assist Viet Nam to implement the National REDD+ Action Programme (NRAP), and benefits from the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The Programme will be implemented till the end of 2015 with total ODA support (grant) of over USD \$30 million. Vietnam Administration of Forestry (VNFOREST) under the Ministry of Agriculture and Rural Development (MARD) is the Programme Owner.

The overall objective of Phase II is “to enhance Viet Nam’s ability to benefit from future results-based payments¹ for REDD+ and undertake transformational changes in the forestry sector”. This objective will be secured through the following six Outcomes:

- Outcome 1: Capacities for an operational National REDD+ Action Programme (NRAP) are in place
- Outcome 2: The six pilot provinces are enabled to plan and implement REDD+ actions
- Outcome 3: National Forest Monitoring System (NFMS) for Monitoring and Measurement, Reporting and Verification and National REDD+ Information System (NRIS) on Safeguards are operational
- Outcome 4: Stakeholders at different levels are able to receive positive incentives
- Outcome 5: Mechanisms to address the social and environmental safeguards under the Cancun Agreement are established
- Outcome 6: Regional cooperation enhances progress on REDD+ implementation in the Lower Mekong Sub-Region

To implement the Programme, a UN-REDD Programme Management Unit (PMU) is established (Decision 1867/QD-BNN-TCCB dated 13th August 2013), under the leadership of the National Programme Director (NPD), representing the Viet Nam Administration of Forestry (VNFOREST). The NPD will be assisted by a deputy NPD, and together with an overall National Programme Coordinator, will manage the daily operation of the Programme.

¹Note that the term “results-based payments” refers only to the basis for international transfer of funds to Viet Nam.

Objectives:

One Interpreter will be recruited for the PMU to translate documents and provide interpretation services (Vietnamese – English and English –Vietnamese) on a full time basis for the PMU and for visiting experts. The Interpreter will be responsible for providing interpretation support ensuring the smooth functioning of the Programme

Scope of work:

The Interpreter's main responsibility will be to provide translation, both written and spoken, for the Programme. Some of the larger translation assignments might be outsourced, but then the Interpreter should provide quality assurance on the work of the contractors. The Interpreter will also manage the achieve system for the Programme.

Specific responsibilities are as follows:

- Translate documents produced by the Programme from Vietnamese to English and vice versa;
- Proof read documents translated by external consultants as needed;
- Update the correct usage of terms and terminologies for the Programme, as listed in the Programme Implementation Manual;
- Work with the communications officer to make sure the correct format and logos are used;
- Provide simultaneous interpretation as needed during events or workshops, or else when needed;

Expected Results/Deliverables

- Translated documents as needed;
- Other deliverables to be decided during implementation

Recruitment Qualifications:

Education:

- University degree in English language or in other related fields;

Experience:

- At least 5 years working experience with interpretation and translation from Vietnamese to English, preferably for ODA Programmes;
- Experience with document management is an asset;
- Competence in using word processing, spreadsheets and (preferably) databases;

Language Requirements:

- Excellent and demonstrable English and Vietnamese language skills

Duration

One year, with two (02) months probation. The contract will be renewable for the duration of the Programme.

Duty Station

Hanoi

Expected Places of Travel (if applicable)

To 6 pilot provinces (Lao Cai, BacKan, Ha Tinh, Lam Dong, BinhThuan and Ca Mau) and other Programme-supported provinces

Supervision

The Interpreter will be supervised by the Programme Coordinator.

Compensation:

The Interpreter will be compensated according to Reference Category 3 in Programme Personnel Pro-forma Cost in the EU-UN Cost Norms.²

²The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee's salary according to Social Insurance Law and the Health Insurance Law of Vietnam.