

**TERMS OF REFERENCE**  
**Roster of Translators (i) English-Russian, and ii) Russian-English)**  
**UNDP Bratislava Regional Centre**  
<http://europeandcis.undp.org>

Duty Station: Home-based  
Contract type: retainer SSA contract (consultant)

### **Background**

The UNDP Bratislava Regional Centre periodically needs the services of translators to translate texts from Russian into English and from English into Russian. The texts are typically on the following topics: democratic governance, poverty reduction, environment and energy, crisis prevention and recovery, gender, HIV/AIDS, capacity development. The Regional Centre currently aims to build a roster of translators from which it can draw to fulfill a variety of short-term, freelance assignments during the year. Assignments will be carried out remotely; work will be submitted through the internet.

### **Assignment**

Selected translators will need to work under deadline pressure, preserving the meaning of the original language and ensuring that the target language is lively, free of jargon, and clear to an intelligent reader who may not be an expert in the subject. The translators should excel at translating the vocabulary of at least one of the topic areas mentioned in the background section.

### **Qualifications**

**Experience:** To be selected for the roster, candidates must have at least five years experience translating texts in at least one of the areas listed above (democratic governance, poverty reduction, environment and energy, crisis prevention and recovery, gender, HIV/AIDS, or capacity development.)

**Education:** Successful candidates must have an advanced university degree in foreign languages, public policy, economics or another related field.

IT Skills: They should also be familiar with Microsoft Office (Microsoft Word and Excel in particular).

**Other Criteria:** Candidates should be able to demonstrate a strong ability to translate specialized texts under deadline pressure.

### **Application procedure**

**Interested candidates should submit the following:**

- A resume and cover letter
- Three examples of recent, relevant translation work. Each should be no longer than five pages.
- A list of three references
- A list of areas of proven translation experience (example: gender, democratic governance, poverty reduction)
- The fee for translation of one standard page (1800 characters plus spaces), specifying the target and source language. The fee must be expressed in US dollars. [For example: X dollars for translation from English to Russian, and Y dollars for translation from Russian to English. The fee must be submitted in this format; otherwise the application will be discarded]

Tender guidelines: **The selection of successful candidates will be based on a combination of ability, experience and price.**

**Deadline:** Candidates should submit the above-mentioned tender materials **by 5 PM (CET), 12 February 2010** via e-mail to [hru.sk@undp.org](mailto:hru.sk@undp.org) with a copy to [peter.serenvi@undp.org](mailto:peter.serenvi@undp.org). 'Translator roster' should be written in the subject line of the email.

**Exercise for short-listed candidates:** A translation exercise will be sent to short-listed candidates, to be completed under deadline pressure.

*Due to the large number of applicants for UNDP positions, UNDP regrets that it is unable to inform unsuccessful candidates about the outcome or status of the selection process.*