

TERMS OF REFERENCE
GEF SMALL GRANTS PROGRAMME FOR MOLDOVA

Job title: GEF Small Grants Programme Assistant/Translator
Duty station: Chisinau, Moldova
Reference to the project: GEF SGP Moldova
Contract type: Individual Contract (IC)
Starting date: June 3, 2013
Duration of assignment: 6 months, up to 130 working days (June-November 2013)

1. BACKGROUND

Founded in 1991, the Global Environment Facility (GEF) is a financial mechanism that provides grants to developing countries and those with economies in transition. Funds are used for projects and activities that aim to protect the global environment related to the GEF focal areas: biodiversity, climate change, international waters, land degradation, chemicals and ozone layer. It was in recognition of the essential role of local communities in conserving biodiversity, reducing the likelihood of adverse climate change, and protecting international waters that led to the launching of the Global Environment Facility-Small Grants Programme (GEF/SGP) by UNDP in 1992.

SGP recognizes that environmental degradation such as the destruction of ecosystems and the species that depend upon them, increasing levels of carbon dioxide and other greenhouse gases in our atmosphere, pollution of international waters, land degradation and the spread of persistent organic pollutants are life-threatening challenges that endanger us all. However, poor and vulnerable communities –SGP's primary stakeholders– are most at risk because they depend on access to natural resources for their livelihoods and often live in fragile ecosystems.

The purpose of the programme is to assist NGOs and local communities to improve natural environment, while supporting those communities' members who are vulnerable to them.

2. SCOPE OF WORK

The incumbent will ensure the provision of translation, administrative and logistical services to GEF SGP Moldova, national counterparts and stakeholders. More specifically:

Administrative assistance:

- Contribute to day-to-day support to programme/project implementation and ensuring conformity to expected results, outputs, objectives and work-plans (communication, contracts, requests for payment, etc.);
- Maintain records on all programme documents (concept notes/project proposals submitted by NGOs, vendors, reports, questionnaires, National Steering Committee Minutes, ToRs, etc.) in accordance with accepted policies and procedures;
- Assist the National Coordinator in prescreening project concepts and project proposals, and evaluate the financial part of the project proposals;
- Prepare and maintain the grant disbursement table and calendar;
- Draft minutes of the National Steering Committee and other programme related meetings, when required;
- Provide support in updating GEF SGP Moldova web page (selection and translation of information/documents);
- Assist in organization of SGP advocacy events, meetings, workshops, round-tables and other SGP events.

Logistical arrangements:

- Arrange external and internal meetings (including the meetings of the National Steering Committee, meetings with NGOs as well as other relevant meetings etc.);
- Providing efficient general receptionist and information services;
- Organize missions/travels, including arranging travel and hotel reservations, prepare travel authorizations.

Translation/interpretation:

- To perform translation/interpretation to/from Romanian/Russian and English of the documentation, as well as any other information related to activities of GEF SGP Moldova as follows: consecutive/simultaneous oral translation; written translation, including editing;
- Translation services provided shall be natural (using natural forms of the receptor language in a way that is appropriate to the kind of text being translated), accurate (reproducing as exactly as possible the meaning of the source text) and communicative (expressing all aspects of the meaning in a way that is readily understandable to the intended audience);
- Drafting and translation of correspondence, when needed.

Tasks and estimated workload:

The objective of the assignment is to provide administrative support and translation services under the guidance and direct supervision of the GEF SGP Moldova National Coordinator. The estimated workload will be of about 130 days. More specifically, for

achieving the goals and performing the tasks mentioned above, the administrative assistance/translator will perform the following activities, but not limited to them:

Tasks and Activities	Estimated Workload
<ul style="list-style-type: none"> • Perform translation/interpretation to/from Romanian, Russian and English of the documentation, correspondence, as well as any other information related to activities of GEF SGP Moldova (estimated workload 200 pages for translation and 200 pages for editing); • Draft minutes of project related meetings on ad-hoc basis(minimum 10 minutes); • Provide logistic support for organization of conferences, workshops and meetings related to Programme activity (minimum 10 events); • Activity report submitted on monthly basis. 	130 days during 6 months

The Programme Assistant/Translator works in close collaboration with the GEF SGP Moldova National Coordinator and other project teams in the Country Office (CO) for effective achievement of results, anticipating and resolving complex project-related issues and information delivery.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in English language, international relations, economy, or related areas.

II. Years of experience:

- At least two years of experience in administrative work, or other substantive area is required;
- At least two years of progressively responsible experience in interpretation/ translation with a national/international organization;
- Fluency in both oral and written English, Romanian and Russian is a must;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGOs is compulsory. Previous experience with UNDP is a very strong advantage;
- Experience in the usage of computers and office software packages (MS Word, Excel, Outlook etc.) and advance knowledge of spreadsheet and database packages;
- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong communication and inter-personal skills; including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

III. Competencies:

- *Professionalism*: understanding of the functions and organization of the work; demonstrated ability to apply good judgment in the context of assignments given, shows pride in work and in achievement; demonstrates professional competence; shows persistence when faced with difficult problems and challenges; remains calm in stressful situations.
- *Communication*: speaks and writes clearly and effectively; listens to others and respond appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tones and style to match audience; demonstrates openness in sharing information and keeping people informed.
- *Planning & Organizing*: develops clear goals that are consistent with the objectives; identify priority activities and assignments; allocates appropriate amount of time and resources for completing work; monitors and adjust actions when necessary.
- *Accountability*: takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules.
- *Achieving Results*: manages time to ensure work is completed to deadlines and targets; prioritizes to ensure important deadlines are met; manages obstacles to getting work done.
- *Team work*: regularly assists others in their work; has supportive and cooperative relationships with other colleagues in the team; complements the work of other team members.
- *Commitment to continuous learning*: learns new things and keeps knowledge and skills up to date; volunteers for training and development; explains new methods of work to colleagues and voluntarily shares useful information.
- *Languages*: oral and written proficiency in Romanian/Russian and English.