

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

**Title:** [Translator]  
**Project:** [UNOPS support to UNHCR activities – JAPAN/2021/01]  
**Duty station:** [Tokyo, Japan]  
**Section/Unit:** [UNHCR Representation in Japan ]  
**ICA Level:** [Local -Support ICA, Level 3]  
**Duration:** from [01/02/2021] to [30/09/2021]

### **1. General Background**

Established in December 1950, UNHCR, the UN Refugee Agency, is dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people.

Operating since 1979, the UNHCR Representation in Japan works together with the government and civil society to support and protect refugees in the country. It puts forth proposals for laws and policies, delivers trainings on refugee status determination and acts through partners to provide legal and social assistance to refugees. It also works to facilitate refugee integration in the Japanese society and engages in awareness-raising activities among the general public.

The Communications Unit of the UNHCR Representation office works to build public awareness and support for forcibly displaced and stateless people. In line with its Global Communications Strategy, UNHCR requires skilled communications professionals to conceive and execute a range of activities that help us lead the narrative on forced displacement, generate empathy and mobilize action. The Translator position is a critical role within the communications team and will be responsible for producing official translation of UNHCR English language documents and other materials into Japanese, ensuring quality control of documents before public dissemination, and providing advice and assistance to all members of the communications team in relation to translations in Japanese. They shall assist with the translation of Japanese language documents and other materials into English.

The UNOPS Contractor/ Translator is accountable to perform their duties as reflected in their job description. In addition, they will be expected to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

### **2. Purpose and Scope of Assignment**

Under the supervision of the Senior Project Leader, the individual contractor will assist in the following:

- Translate and transcribe documents, flyers, promotional materials, written reports, publications, web stories/blog posts and other documents from English to Japanese
- Ensure quality control of Japanese written materials prior to dissemination to public audiences
- Provide support for translation of documents from Japanese to English, as needed
- Assist with interpretation and the translation of oral conversations, discussions and transcription of public interviews and briefings from Japanese to English, as needed.
- Possibility of travel on mission to field locations within Japan to assist with translation/interpretation, as needed
- Provide expertise and advice to communications team on translations, including working in close coordination with members of the social media and website team to ensure consistency and appropriateness of terminology and language
- Perform other translation and interpretation duties as required.

### **3. Monitoring and Progress Controls**

The incumbent will be required to work quite independently under the supervisor's oversight, who will provide work plans and guidance on priorities and appropriate approaches. The incumbent's work will be controlled on the basis of: (a) meeting expected results and (b) conformity to UNHCR policies and procedures.

### **4. Qualifications and Experience**

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

#### **a. Education**

- Completion of secondary education or higher required
- Professional certification program in translation or demonstrated knowledge and experience in providing professional translation services strongly preferred

#### **b. Work Experience**

Minimum one year of relevant work experience.

#### **c. Key Competencies**

- Proven ability in translating different types of documentation and materials in Japanese; the ability to quickly translate, transcribe and interpret from English to Japanese – required

- Excellent verbal and written skills in English -required
- Strong attention to detail – required
- Strong interpersonal skills – desired
- Ability to adapt quickly to changing circumstances and exhibit flexibility desired