

Joint Integrated Local Development Programme

Terms of Reference

Job Title:	Programme Assistant/Translator
Duty Station:	Chisinau Moldova
Reference to the project:	Joint Integrated Local Development Programme
Type of Contract:	Individual contract
Starting Date:	July 30, 2012
Duration of Assignment:	5 months

Background

UNDP and UN Women in partnership with the Government of Moldova (State Chancellery) are implementing the Joint Integrated Local Development Programme (JILDP). The JILDP was designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation.

Given the overall development context, related to the impact of the political and economic crisis, and considering the priorities of the Coalition for European Integration, new Government Programme, as well as the National Development Strategy, *Decentralization, Sustainable Local Development and Democratic Local Governance* represent key issues to be addressed in order to respond to existing country priorities and development challenges.

Key components of the programme:

Policy Advisory and Advocacy Component: Program will strengthen the capacity of the key ministries and partners (the Parliamentary Commission on Decentralization, State Chancellery, Ministry of Finance, Ministry of Labour, Social protection and family, Ministry of Construction and Regional Development among others) in elaborating policies, legislation & implementation mechanisms taking into account human rights and gender equality dimensions to advance the administrative and fiscal decentralization reform that shall accelerate human rights and gender

responsive development at the regional and local level. Broad participation and engagement will be the core for the design and implementation of the reform.

Local Self-Governance and Participation Component: The capacity of the rayons and municipalities to plan, budget, implement, monitor and evaluate local development as well as to manage efficiently service delivery in the targeted areas, as well as the capacity to provide services will be assessed and strengthened through applying human rights and gender equality approach.. Capacities of Associations of Local Authorities will be enhanced to advocate for better decentralisation and local development policies.

Community Empowerment Component: The JILDP will encourage and facilitate active participation of community members, especially women, youth, elderly and disabled, as the primary recipients of all local development initiatives, in the local development processes and decision-making. The Joint Programme will support local communities to have better access to improved services.

Transnistria and Security zone Component: The JILDP will be expanded to the Transnistria Region and will work more thoroughly in the security zone. It will cover all 5 rayons of the region and the areas from the security zone which are based on the left bank of Nistru River but are under Moldovan Government control. 20 communities from the Transnistria region will be supported and 9 from the security zone.

The Programme will be implemented and will advocate for using Human Rights Based Approach (HRBA) and Gender equality mainstreaming (GE) which calls for greater participation, accountability, transparency and non-discrimination in all national and local development processes.

Overall goal of the assignment

The objective of the assignment is to provide administrative support and translation services under the JILDP.

II. Scope of the assignment:

The incumbent will ensure the provision of translation, administrative and logistical services of the highest quality and standards to JILDP staff, national counterparts and stakeholders. More specifically:

Administrative assistance:

- Provide support to Programme officers, national and international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, accommodation, etc);
- Maintain records on all programme documents (reports, AWP, Board and staff Minutes, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Managing office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- Draft minutes of Programme Boards and other programme related meetings, when required;
- Provide administrative support to subcontracted programme activities, including support to organization of conferences, workshops, retreats;

Logistical arrangements:

- Arrange external and internal meetings (including the meetings of the Project Board, Technical level, as well as other relevant meetings etc.)
- Providing efficient general receptionist and information services;
- Organize missions, including arranging travel and hotel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents;

Translation/interpretation:

- To perform translation/interpretation to/from Romanian and English of the documentation, as well as any other information related to activities of JILDP 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.

III. 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 JILDP Project Manager/Managing Director and in close cooperation with the Chief Technical Advisor. The estimated workload will be of about 110 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 JILDP(estimated workload 300 pages for translation and 300 pages for editing);• Draft minutes of project related meetings on ad-hoc basis(minimum 30 minutes);• Provide logistic support for organization of conferences, workshops, retreats, meetings related to Programme activity. (minimum 30 events);• Activity report submitted on monthly basis.	110 days during 5 months

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

Requirements to candidates

- University degree in English language, international relations, or related areas; certification in administration desirable;
- At least three years of experience in administrative work, or other substantive area is required; At least three 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 NGO 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.