

**Terms of Reference for Translator/Secretary to assist in improving Government coordination
for Emergency Response and Early Recovery phase of Dzud in Mongolia**

Project Title: BCPR 2010 Dzud Disaster Coordination Support Grant
Duty Station: ERSU, NEMA, Ulaanbaatar, Mongolia
Duration: 6 Months
Start Date: Immediately (preferably by 29 March 2010)

BACKGROUND

Following drought situation in several aimags in summer of 2009, Mongolia has experienced heavy snow fall in early January with rapid temperature fall that caused loss of over 2 million livestock by mid February 2010. This led the Government to declare disaster situation in 65 soums of 12 aimags (provinces). As of 13 February, other 68 soums of 11 aimags have suffered from the dzud and 118 soums of 17 of aimags are severely affected by the harsh winter.

While the National Emergency Management Agency (NEMA) accelerates its efforts to respond to this crisis, there is a further concern for the existing capacity. The ability of NEMA is stretched between assessment of the evolving situation, provision of assistance, coordination among different stakeholders, and preparedness for the continued crisis. Additional support is required for NEMA to fully respond to the dzud crisis.

UNDP was approached by the Government to assist in early recovery phase of Dzud, and is taking the lead for the Early Recovery Cluster along with other two UN Clusters to address Dzud situation in Mongolia.

Following the Government request, UNDP obtained BCPR fund to support NEMA in coordination of disaster response in the form of an expert team embedded at NEMA. This Early Recovery Support Team (ERST) will function at two levels 1) among the national organizations, and 2) cooperating with donor communities led by UN with the ultimate goal for smooth completion of early recovery phase of Dzud by NEMA.

The ERST will operate as part of NEMA while funded by UNDP, and the Team Leader will report to both NEMA and UNDP. As such NEMA will treat the unit as its Dzud coordination division incorporating its activities into overall Agency management such as inclusion of the ERST in management meetings and decision-making process on Dzud related matters and other subjects as necessary. The ERST will function for a six-month period at NEMA, who will make available a work

space for the team; UNDP will be responsible for providing with necessary office equipment and transport means. The team will consist of the following five members:

1. International Disaster Coordination Expert, the Leader of the ERST, and Advisor to NEMA
2. National Expert for Recovery Policy and Planning
3. National Expert for Early Recovery and Communication
4. National IT Expert
5. Translator/Secretary (two NEMA staff will work on translation task as well)

The ERST will operate on daily basis communication with the relevant units of NEMA such as the Department of Disaster Response, Foreign Relations Department, and the Media and Advocacy division. The scope of the ERST function will be specifically focused on Dzud matters not overlapping with other duties of NEMA in overall disaster risk reduction and other emergency responses.

SCOPE OF WORK

Under the direct supervision of the International Disaster Coordination Expert/Team Leader, the **Translator/Secretary** is responsible for ERSU office management and smooth flow of information sharing between national and international stakeholders on Dzud issues.

OBJECTIVES AND SPECIFICS OF THE ASSIGNMENT

As a member of the ERS team, the incumbent provides input in the rapid assessment of the current coordination situation at NEMA, proposing options for improvement, formulation of the ERST Action Plan, and its implementation, and the final report of the ERST with more focus on translation/interpretation of the essential materials. The incumbent provides a monthly progress brief against the planned activities under his/her area of responsibilities to the Team Leader, who clears monthly fees to the team member upon satisfactory performance. The management may decide for contract termination if the performance is not satisfactory.

The specific duties of the Translator/Secretary will include as a minimum the following but not limited to:

- Translate written materials from English to Mongolian and from Mongolian to English and submit translations as word processed documents. In case of translation of large materials with urgency, two staffs from NEMA are available to assist the work.
- Routine translation/interpretation during office meetings and drafting of meeting notes/minutes as required

- Act as an interpreter during missions as required
- Oversee the quality of all project translations done by external parties
- Prompt response to phone calls, general email and faxes
- Maintaining office filing system of ERSU plans and technical reports, publications, including CDs, and digital files etc.
- Maintain administrative files relevant to his/her duties, such as incoming and outgoing letters, memos and faxes and e-mails of staffs, list of home addresses and phone numbers etc..
- Arranging trips (liaison with NEMA/UNDP Operation teams)
- Carry out written and oral translations in Mongolian and English.
- Drafting routine correspondence and preparation of documents for signature by Team Leader and carry out copy typing/word-processing, preparing letters, faxes and emails as required, and be responsible for filing them

The Translator/Secretary will ensure the following outcomes with adequate quality in a timely manner:

EXPECTED OUTCOMES

1. Timely translation of written materials from Mongolian into English and vice versa;
2. Competent interpretation during the meetings;
3. Adequate office management at ERSU

REQUIRED QUALIFICATIONS

- University degree in any relevant fields
- At least three-year experience of performing written translations of policy and program related documents, and interpretations during business meetings, workshops, preferably, in the areas of natural resource management, rural development, animal husbandry, and disaster risk reduction, and climate change;
- Prior experience of secretarial duties, and office management;
- Knowledge of relevant English and Mongolian terms in program and project management, and familiarity with disaster situations like dzud and drought in Mongolian conditions will be an asset.