

Call for Expressions of Interest and Proposal

VN002 – Translators to provide translation services to the WHO Viet Nam

1. Purpose of the APW

The main purpose of this APW is to ensure efficient and prompt translation of routine and urgent documents from English to Vietnamese and vice versa.

This APW is meant to cover the translation requirement of WHO Viet Nam until the end of December 2021.

2. Background

Exchanging information between the WHO and the government of Viet Nam is one of the important factors to ensure efficient technical support of the WHO to the government and the people of Viet Nam. Therefore, there is a need for the WHO Viet Nam country office to translate important documents from Vietnamese into English (including Government technical documents such as activity reporting, presentations, guidelines, decisions, circulars, etc...) and English into Vietnamese (WHO technical documents) in order to make sure accurate information be shared between the government of Viet Nam and WHO so that WHO inputs to technical programmes in Viet Nam would be effectively and efficiently.

Translation need is usually on request of the concerned technical team with an indicated deadline that ensures enough timing for the translator(s) to complete the assignment with the highest quality. In that sense, a translator is expected to translate at an average of 10 pages* per days for a normal request. However, in some exceptional cases, there will be urgent translation requests that require the translator(s) to complete the documents within an urgent deadline. Therefore, the translator(s) must ensure availability to meet with the request.

*Note: 1 page is equivalent to 350 words. WHO-UN cost norm standard rate for Vietnamese and English translation are:

- Normal rate: \$11 per page
- Urgent rate: \$12.1 per page

3. Planned timelines

Start date: 01/02/2022

End date: 31/12/2022

4. Work to be performed

Translation of technical documents, urgent and non-urgent, from Vietnamese into English and vice versa

Method(s) to carry out the activity

Collaboration with the Translation focal point to discuss translation requirements and deadlines.

Outputs

Output 1:

Deliverable 1.1: Translation of documents from Vietnamese to English

Output 2:

Deliverable 2.1: Translation of documents from English to Vietnamese

Output 3:

Deliverable 3.1: translation of urgent document from English to Vietnamese and vice-versa.

5. Specific requirements

Qualifications required:

- *Essential:* University degree in English language.
- *Desirable:* Advanced training demonstrated in English language.

Experience required:

- *Essential:* Minimum of seven (7) years of experience in translation in health-related field.
- *Desirable:* Experience in international organizations and NGOs, preferably on health-related issues. Work experience or knowledge of policy development with the government will be an asset.

Language requirements:

- Written fluency in Vietnamese and English is essential.
- Spoken fluency in English is an asset

Competencies

With reference to the WHO competency model, the competencies ideal for this APW are:

- Communicating in a credible and effective way
- Producing results
- Moving forward in a changing environment

6. Place of assignment

N/A. This is an offline consultancy; work will be done remotely. However, the translator will be required to participate in an onsite translation test

7. Medical clearance

Not required

8. Travel

N/A

Interested candidates can submit their applications together with most updated CVs **on or before 24 January 2022** and should be addressed to:

Administrative Officer
World Health Organization
UN Building, 304 Kim Ma Street,
Hanoi, Viet Nam

OR

wpvnmapplicants@who.int

For further information on this TOR, please contact:
wpvnmwr@who.int