**TERMES DE REFERENCE (EN version)**

**Direction :** Direction des Opérations

**Département :** Département Capital Humain et Développement Social (CHDS)

**Pôle :** Pôle Protection sociale et Travail décent

**Recruteur : Sofia Gonzalez Chiraux**

**Titre interne : Translation and Interpretation services English/Arabic/English**

**Réf :**

**Type d’offre :** Long-term position

**Statut du candidat :** employee

**Type de contrat :** long-term expert

**Thématique :** Protection Sociale et Travail Décent

**Durée :** 4 years

**Type de mission :** Local

**Critères de sélection des candidatures :** Skills/Experience of applicants

**Zone géographique de la mission :** Middle-East

**Pays principal de la mission :** Jordan

**Ville de la mission :** several localities in Jordan, including in the governorates of Amman, Karak and Jerash (pilot areas)

**Date de prise de fonction ou date de commencement d’exécution :** February / March2024

**Date limite de réponse :** 18/02/2024, 6pm

**Code projet :** 22PSEC0C168

**Langue :** English

**Recruitment context**

According to data from the United Nations High Commissioner for Refugees (UNHCR), Jordan is the third largest host country for Syrian refugees, after Turkey and Lebanon. Of the 760,000 refugees and asylum seekers registered by UNHCR in Jordan, approximately 660,000 are from Syria. With an unemployment rate of 23% in Jordan, many refugees, despite having a work permit, face difficulties in finding a job and supporting their families. The incidence of poverty is higher among all refugee populations but is above 75% for Syrians. These difficulties are accentuated for women, who constitute more than half of the refugee population and who often suffer gender-based discrimination and violence.

Despite the fact that non-nationals are not officially included in the National Social Protection Strategy implemented by Ministry of Social Development of Jordan, in the field, Local Community Development Centres (which come under the supervision of the Ministry), have developed a pragmatic approach for the provision of social services, based on the needs of local populations, national as well as non-national.

Expertise France (EF), with the financial support of the French Development Agency (AFD), is seeking to support the Ministry of Social Development (MoSD) in reducing inequalities, including between women and men regarding access to social services for vulnerable populations (national and non-nationals, through Local Community Development Centres (LCDC) and their partners.

Over the past four years, EF implemented the “Stronger Together” project, one of the three components of the European Union funded programme to support Social Protection in Jordan. This engagement, which came to an end in March 2023, is a useful source of inspiration for the new Project.

The main objective of the new Project (Gender Equality and Social Cohesion) is to improve gender equality and social cohesion, involving women and men, national and non-national, by strengthening the coordination between MoSD’s and Local Community Development Centres (LCDCs) in order to improve the structures and services provided by the LCDC network. It is proposed that the Project should focus on the Karak and Jerash Governorates and Amman pilot areas.

More specifically, the Project aims to:

(1) Develop sustainable, inclusive and appropriate social services in the LCDCs, in collaboration with Civil Society Organisations (CSOs), including Community Based Organisations (CBOs), in order to strengthen social cohesion and gender equality;

(2) Strengthen the network of LCDCs by ensuring that their premises are functional and sufficiently equipped to meet the social service delivery needs and that their teams and partners have the appropriate skills and tools to carry out inclusive activities;

(3) Support the MoSD at the central level and in the field in its role of stewardship, coordination and monitoring/evaluation of the LCDCs, notably with indicators to enhance social cohesion and equality between women and men.

Foreseen activities of the Project include:

**Component 1:** creating intersectional and multisectoral Steering Committees at the LCDCs; mapping of the local social services; funding, including grant funding and capacity building for CSOs; promoting women’s participation and leadership; gender analysis and planning for GBV prevention and response at the LCDC level; implementation of protocol for responding to GBV first-line support/disclosure; support plan on sexual and reproductive rights; trainings for preventing over-indebtedness and special loans for women in vulnerable situations; entrepreneurship support paths for loan beneficiaries; ensuring all LCDCs are able to provide childcare options; launching awareness and advocacy campaigns on the redistribution of care tasks between women and men; creating networks of family caregivers.

**Component 2:** strengthening the capacities of the LCDCs on gender and multiculturalism; creating a one-stop-shop system; creation of “social mediators”; mobile units; infrastructure renovation (after a safety audit); improving accessibility and mobility for users: car driving lessons for women.

**Component 3:** creation of a national network of LCDCs; strengthening capacities of the MoSD on MEAL and coordination; improving data collection; coordinating the participation of the LCDCs in policy development; drafting of protocols related to GBV (for drafting and standardisation); supporting the participation of CSOs, including CBOs, in the second edition of the National Social Protection Strategy (NSPS).

**Description of the assignment**

The Translator/Interpreter, as a key member of the Project Team, will work closely with the team and report to the Expertise France Project Director based in Jordan. He or she will be expected to develop a sound understanding of the Project and its work through the translation and interpretation activities and to apply this understanding through involvement in Project Team discussions and activities. In this capacity, the translator/interpreter will have the following responsibilities and requirements:

**Description of the tasks to be assigned:**

* Provide requested document translation services;
* Provide interpretation services (consecutive, simultaneous or whispered);
* Responsible for managing and maintaining interpretation equipment, ensuring it is charged, properly dispatched, and set up at designated locations to facilitate seamless communication during events and meetings;
* Support the Project Team in the provision of any other services related to translation/interpretation as part of his/her activities (such as recommending / contacting translators and interpreters for extra tasks);
* Support colleagues with non-translation tasks during peak project activities (ability to be a team player);
* Participate in team meetings.

**Related requirements:**

* Availability to travel outside Amman to perform interpretation or translation tasks;
* Possibility of working remotely and translating documents received by email with short notice.

**Target profile**

* A university/higher education degree in the field of languages;
* Excellent written and oral expression in English and Arabic;
* Experience in translation and interpretation work;
* Excellent Communication skills;
* Excellent knowledge of Jordanian Public authorities, institutions and other key stakeholders in the field of social development including CSOs;
* Strong work capacity, rigour and organisation;
* Ability and flexibility to travel to the governorates of Jordan.

**Applications**

All applications must include the following:

* **CV**
* **And a covering letter**

Applications should be sent to expertisefrancerecruitment@gmail.com using the following subject: Translator/Interpreter application.

**Evaluation Grid**

All profiles will be assessed under the same evaluation criteria:

|  |  |
| --- | --- |
| Language skills including interpretation and translation | 40 |
| Professional experience including with Jordanian public entities | 40 |
| Communication skills | 20 |