TERMS OF REFERENCE

Position title: Translator (Consultant)

Reports to: Programme Manager, Sustainable Fisheries and Seafood Programme, WWF – Pacific

Date: The contract will be effective from the date of signing until 31st August 2022 with possibility of an extension upon mutual agreement.

Background:

WWF-Pacific is implementing the project “Improving uptake of by-catch mitigation measures for Species of Special Interest in the Pacific longline fleet through a port-based extension programme”.

The project is funded by the Secretariat of the Pacific Regional Environment Programme (SPREP), By-catch and Integrated Ecosystem Management (BIEM) Initiative.

A key objective of the BIEM initiative is to reduce the by-catch of threatened species such as sharks, marine turtles and seabirds in Pacific islands’ fisheries, including Fiji.

WWF-Pacific, in partnership with Birdlife International, is providing broad extension services to longline fishing vessels visiting ports in Suva, Fiji. The extension service is intended to raise awareness, educate and build the capacity of longline skippers and their crews at ports. Activities include conducting of at-port interviews and trainings with longline fishing vessel skippers and crew.

Objective:

The consultant will work closely with WWF-Pacific Sustainable Fisheries and Seafood Programme staff and the Birdlife International Port Based Outreach Officer to provide translation services during at-port interviews and trainings with longline fishing vessel skippers and crew.

Tasks and Responsibilities

The consultant will be expected to clearly translate one or more of the following languages to English and vice versa; it would be an added advantage to do so:

- Mandarin Chinese to English and vice versa
- Cantonese Chinese to English and vice versa
- Bahasa Indonesian to English and vice versa

- The consultant is expected to accompany the Birdlife International Port Based Outreach Officer during face-to-face interviews and training workshops with longline fishing vessel skippers and crew.
skippers and crew at port in Suva, Fiji and perform translations during interviews. Longline fishing vessel visits will be planned in advance with the consultant.

• Meet with the WWF-Pacific Sustainable Fisheries and Seafood Programme staff and the Port-Based Outreach Officer to brief and debrief following port visits when requested.
• Provide short reports or summaries relating to completed translations as necessary

Qualification and Expertise
The successful person(s) is required to meet the following criteria:

• Minimum 2 years' translation experience with demonstrated experience in providing professional verbal translation services.
• Demonstrated experience in translating any or more of the following; Mandarin Chinese to English; or Cantonese Chinese to English; or Bahasa Indonesian to English and vice versa.
• Demonstrated experience working with stakeholders in the offshore fisheries sector is highly desirable.
• Have excellent written and oral communication, networking and interpersonal skills, and be able to engage and communicate with a broad range of stakeholders of different nationalities.
• Be able to attend face-to-face meetings and workshops with fishing vessel crew and skippers whilst docked at port.
• Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.
• Demonstrated ability to work under limited supervision.
• Demonstrated ability and willingness to work out of normal working hours, on short notice and on weekends.

Applicants should provide the following:
• Completed fees/price structure
• CV
• Cover letter

Deliverables

• Perform translations during face-to-face interviews and training workshops by the Birdlife International Port Based Outreach Officer and/or WWF staff, with longline fishing vessel skippers and crew at port in Suva, Fiji within specified deadlines.
• Short report or summaries of translated interviews.

Terms and conditions of payment

Translation services will be delivered on an on-call basis and is dependent on the schedule of longline fishing vessels visiting the Suva port and the availability of crew and captains. The consultant will be paid (in FJD) upon successful completion of a translated interview and submission of a summary report.