

Contractual Translation at the United Nations Office at Geneva

These guidelines provide an overview of the procedures for Contractual Translation (UNOG). Please note that Quality Control is mandatory for payment purposes at all duty stations. At UNOG, it is performed on 10% of the text minimum of all contractual submissions.

Contractual Roster

The roster is a database of professional, qualified translators with experience in International Organizations, familiar with the subject matter and United Nations documentation.

All United Nations translators have a university degree or a translation diploma from a recognized translation school or have passed the United Nations competitive examination.

For you to be registered as individual contractor on the United Nations global roster, your Personal History Profile needs to be recommended by the Chief of the relevant Language Section. Accomplished freelance translators with little or no United Nations experience will be offered to take a translation test, administered by the Contractual Unit at the request of the Translation Section. In turn, the Translation Section is responsible for assessing the candidate and deciding of his/her registration on the roster as self-reviser or translator needing full in-house revision.

Contractual offers and main United Nations rules for individual contractors

When a suitable document is identified by a translation Section, a job offer is sent through our Contractors Management Application (CMA).

The job offer includes the following details: document symbol, original language, original version, word count as established by the Evaluation Unit, rate for payment, contract period and, when applicable, referenced version.

Special instructions, if any, are sent to you by email by the respective focal point at the Contractual Unit.

Contract deadlines are established based on United Nations workload standards and adjusted to the contractors' availability, within the limit of the initial schedule for issuance.

A job is considered assigned upon acceptance of the job offer in CMA and the contract is later issued upon this agreement.

Please bear in mind that United Nations rules forbid contractual contracts overlapping with in-house or off-site contracts.

Beneficiaries of United Nations pension fund are invited to consult and abide by the Memorandum of understanding attached to the Terms and Conditions package that they accept in CMA. It is the contractors' responsibility to inform the Contractual Unit of their status and to calculate their quota. Upon request, the Contractual Unit will relay their queries to the Human Resource Partner.

Subcontracting

Individual Contractors are hired in their individual capacity to undertake the tasks set out in the contract. Please refer to the relevant sections of ST/AI/2013/4 for further information.

Translation requirements

The Organization expects an accurate translation, which is faithful to the original text and register, with no errors/omissions/mistranslations, in an idiomatic style. The text should flow smoothly and have no awkward, ambivalent or unclear passages.

The translated text should be compliant with the Editorial Guidelines and the specific glossary in accordance with harmonized standards.

Assistance to translation

Translators are encouraged to use all the available online resources provided by the United Nations (eConference Portal applications, particularly eLUNa, UNTERM, and DTSearch, Translation Sections and United Nations agencies websites, Editorial Manual, etc.).

State party submissions (country reports) are not edited and, therefore, might be more challenging to tackle; in which case the contractors are expected to translate to the best of their capabilities, using common sense and logic.

When needed, the contractor is encouraged to seek clarifications before submitting his/her final text. Some general guidelines given at an earlier stage may avoid having a first submission rejected.

However, when working in self-revision, you are expected to be resourceful and, to the extent possible, carry research on your own.

In any case, the Contractual Unit will always do its best to assist you and to provide you with the available models and/or templates. It will also relay your queries to the appropriate source.

Reference material

Most documents handled by the Contractual Unit are subject to reference-on-demand only. Translators are expected to be able to carry their own research online. Translators are invited to make the best possible use of eLUNa and other eConference portal resources. Please bear in mind that the request for reference through eLUNa should be limited to specific parts of the text and addressed preferably to UNOG Reference Unit.

Delivery of completed work

Completed files should be directly uploaded in CMA.

Work must be delivered on time, according to the schedule agreed upon in the contract.

Should you need to postpone delivery, please contact the Contractual Unit as early as possible to negotiate an extension, if it can be granted, or discuss other arrangement that may be necessary.

Notes and comments

When a job is assigned in translation only, it is fully revised in-house. For that purpose, remarks, phrases or other annotations or queries can be added in the comment box to the translation.

On the other hand, self-revisers are expected to provide a "clean" target text ready to be passed on to formatting.

Graphics, Tables and Footnotes

Text in graphics, charts, footnotes and tables needs to be translated, unless otherwise instructed.

Please note that the numbers in tables are not included in the word count (and need not be translated into Indian numbers for Arabic translations). This will be done while formatting the document.

However, numbers within the text and inside graphics are counted and should therefore be translated into Indian numbers, when necessary.

For inaccessible text in figures, charts or tables, please include the figure in the text (not separately) and provide a translation underneath, making it clear what goes where (e.g. "Headings: column 1...", "blue box: Male, red box: Female").

Confidential documents

You can be offered a document classified as "confidential". Those documents are strictly confidential have to be handled with more caution. Please refer to section 4 of ST/AI/2013/4 Annex I for more details about Confidential Nature of Documents.

Quality Control

All documents processed through the Contractual Work Unit are submitted to quality control, which is performed by senior revisers in the relevant Section. The anonymity of the contractor is maintained to ensure objective and fair evaluation. With this in mind, please **remove any reference** in the file properties to your name or other personal information which would identify you, before uploading your submission in CMA.

Upon completion of the quality assessment, the reviser's file and comments are uploaded in CMA and sent to you by email. When necessary, you may be asked to enter corrections in your text or to revise some parts of your submission. Comments and revisions aim at improving further submissions and revisers have a constructive approach. Our common objective is to establish a positive, constructive, and long term relationship. We are strongly committed to providing you with all the assistance required.

If a document is rated "not satisfactory", it may be returned to you for full revision, following the suggestions of the Section. When a document is sent back to you as "not satisfactory" the improved version should be completed within 10 business days. A second quality control will then be performed and, if satisfactory, full payment will be made.

Payment

Payment for a completed translation is contingent **upon successful quality assessment (satisfactory for payment purposes)**. If the second quality control is still unsatisfactory or if the quality of the submission is so poor that the Section decides it should be fully revised in-house, self-revision rate is not paid and the contractor receives payment for translation only.

Taxation

The fees of individual contractors are expressed in gross amounts. Individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with fiscal laws in their country in residence.