



## INDIVIDUAL CONTRACTOR PROCUREMENT NOTICE

Date:

**Description of the assignment: Freelance translation services**

**Period of assignment/services:** Roster of pre-selected translators for 2 years

Proposal should be submitted in hard copy by courier or mail to:

**Dylan Lowthian**  
**UNDP Office of Communications**  
**One United Nations Plaza, Room DC1-1911 A**  
**New York, NY 10017, USA**  
**Tel: 1-212-906-5516**

**Marked with: “Proposal for Translation Services – Freelance Translators”. Your package should contain two envelopes: one marked “Technical Proposal” and containing your sample translations as described below in Section 4 and your “Financial Proposal” Annex**

The package should arrive no later than **6 April 2011, 6:00 p.m. (New York time)**.

Any request for clarification must be sent in writing by e-mail to:

Lamine Bal, Translations Manager: [lamine.bal@undp.org](mailto:lamine.bal@undp.org)

He will respond by email and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all prospective consultants.

### 1. Background

UNDP is the UN's global network to help people meet their development needs and build a better life around the world. It is a multicultural and multilingual organization and has three working languages: English, French and Spanish. On some occasions, UNDP does translate into Arabic, Chinese and Russian. Under the supervision of the Translation Manager, Office of Communications, UNDP, the contractor will be responsible for translating documents from the Office of Communications (OC) or from other UNDP Units/Bureaux into the required languages. The Translation Manager manages translations for the OC, the Executive Office and other UNDP units, as needed. The Translation Manager also recommends translators to other UNDP Units/Bureaux, as needed.

UNDP expects a translated document to be thoroughly proofread and spell checked for errors and typos before it is submitted to the requesting unit, a standard practice for nearly 30 years.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The consultant will undertake the following specific tasks related to translation and proofreading:

Translation and proofreading of UNDP internal documents such as: messages from the Administrator, Associate Administrator and other members of UNDP's senior management team (consisting of UN Under Secretaries- and Assistant Secretaries General), texts for the UNDP Bulletin (internal electronic newsletter) and Intranet; UNDP rules, regulations and guidelines, any other internal texts as required. The translated text has to be delivered in MS Word or Excel files, as required, following the formatting of the original document as needed.

Translation and proofreading of UNDP external documents such as: materials for the media, including press releases, media advisories, publications, reports, and other editorial-related texts. These texts could be for print publications, or broadcast or the web. The translated text has to be delivered in MS Word or Excel files as required.

All text, including text contained in figures, boxes, tables, photo captions, sources and covers requires translations and proofreading. Proofreading and editing will be done primarily using Adobe Acrobat 8. Proofreading and editing of MS Word documents will make use of track changes.

The translator is expected to perform terminology research (i.e. on UN/UNDP/UNTerm websites and others) to ensure the accuracy and appropriateness of all translations. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to UNDP through the Translation Manager.

Translation of bibliographical entries:

- The entry (UN publication, scientific article, newspaper article, special interest paper, etc.) should only be translated if further research determines that there is an equivalent in the target language.
- Reference information within the bibliographical entry (e.g. publishing entity, location, date, retrieving instructions) should be translated and/or localized.
- Country specific institutions (e.g. *L'Académie Française*, *Loya Jirga*, Keidanren, etc.) and acronyms of world-renowned institutions (NASA, FBI, CIA, etc.) should be left as is and explained in brackets.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**I. Academic Qualifications: Bachelor's degree in Translation or related field preferred**

II. Years of experience: Five years translation experience; two years translation experience for the UN, UNDP or other multilateral organization preferred

III. Competencies:

Outstanding translation and editing skills in English, and/or French, and/or Spanish, and/or Arabic, and/or Russian and/or any other language.

Ability to work under pressure and meet strict deadlines

Ability to produce a high volume of quality content

Demonstrated willingness to work as part of a team in a multicultural environment

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual contractor must submit the following documents/information to demonstrate their qualifications:

##### **1. Translation Sample for Evaluation**

- a. A published Report similar to UNDP's Human Development Report (national, regional or global) in English, French, Spanish, Arabic, Russian, or Chinese; Title page and 4 pages from Chapter 1 (approximately 1,500 words)
- b. A published technical report on a UN-related subject matter in English, French, Spanish, Arabic, Russian, or Chinese; Title page and 4 pages from Chapter 1 (approximately 1,500 words)
- c. A publication of your choice that best shows your range of expertise; Title page and 4 pages from Chapter 1 (approximately 1,500 words)
- d. You must provide the source document for at least one of the translation samples you provide.

*Note: Do not send hard copies of reports. We only require copies of the pages as indicated.*

##### **2. Technical Proposal, see Annex I**

Please answer all questions regarding your proposed work plan and approach.

Submit both your sample translations and your answers to Annex I in one envelope

#### **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Please see attached *Annex II: Financial Proposal*. Fill out this form and submit it in a separate envelope marked with "Financial Proposal" and your name.

Note: Travel. No travel is anticipated. Consultants will work from home.

#### **6. EVALUATION**

Cumulative analysis: Successful RFP respondents are those individual contractors whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
  - Financial Criteria weight: 30% and Technical Criteria weight: 70%

<b>Part 1. Translation Sample Evaluation</b> (15 points) 1 (Poor), 2 (Average), 3 (Good), 4 (Very good), 5 (Excellent)		Points obtainable	Translator				
			A	B	C	D	E
a.	A published Report similar to UNDP's Human Development Report (national, regional or global) in English, French or Spanish	5					
b.	A published technical report on a UN-related subject matter in English, French or Spanish	5					
c.	A publication of your choice that best shows your range of expertise	5					
<b>Total Part 1</b>		<b>15</b>					

Technical Proposal Evaluation		Points obtainable	Translator				
			A	B	C	D	E
<b>Part 2. Proposed Work Plan and Approach</b> (25 points) <b>Description of Freelance Translator's Experience and Client Base</b>							
a.	Reputation of translator (competence/reliability) as demonstrated by letters of recommendation and UN litigation history	5					
b.	Offeror's specialized knowledge and experience in similar translation services	6					
c.	Worked for UNDP or other UN, or major multilateral or bilateral or international agencies/organizations	3					
d.	Language capabilities (1 point each): • English • French • Spanish • Arabic • Russian • Chinese	6					
e.	Workflow for translation requests from client(s).	3					
f.	Demonstrated UN client list over the last three (3) years	1					
g.	Demonstrated non-UN client list over the last five (5) years	1					
<b>Total Part 2</b>		<b>25</b>					

<b>Part 3. Personnel Resources</b> (11 points)		Points obtainable	Translator				
			A	B	C	D	E
a.	Professional Qualifications - CV	5					
b.	International Experience	2					
c.	Suitability for UNDP translation services	3					
	<b>Total Part 3</b>	<b>10</b>					
<i>Total of 40 points needed to pass Technical Proposal</i>							

## **ANNEXES**

Annex I: Technical Proposal

ANNEX II: Financial Proposal

Annex III: INDIVIDUAL CONTRACTOR GENERAL TERMS AND CONDITIONS



