

Terms of Reference (TOR)
Interpreter/Translator

Description of assignment:	Consultative Services for interpretation and translation services, UNDP Iraq.
Type of Consultancy:	Individual Contract (IC) - International.
Duty Station:	Home Based with travel to various locations.
Period of assignment/services:	One year
Estimated Starting Date:	15/01/2016

A. Background:

In 2010 the EU-funded multi-agency Local Area Development Programme (LADP) led by UNDP undertook a stocktaking exercise with the Ministry of Planning and five Governorates during November which identified areas of local development planning and service delivery that require improvements. The project found certain key issues to be addressed, both at the central (federal/region) and the governorate levels.

Subsequently LADP, in partnership with the Ministries of Planning of the Federal and Kurdistan Region Governments and Governors' Offices, agreed to conduct pilot planning exercises in five Governorates to produce Integrated Annual Provincial Plans (IPAP) that are inclusive of all projects planned to be implemented in 2012 regardless of their respective sources of financing or ownership in order to provide a holistic comprehensive view and understanding of the expected development objectives in that specific year and minimize overlaps.

As a result, actual improvements were achieved through an array of coordinated capacity development efforts aiming at meeting quality features of the plans expected by MoP, greater alignment with the National Development Plan (NDP), improved coordination, greater responsiveness to citizen's needs and priorities, including systematic public consultation, incorporation of cross-cutting issues, spatial analysis, development of Monitoring and Evaluation framework and performance measurement and identification of ways to remove bottlenecks to project implementation and delivery of services etc.

Through LADP I & II, UNDP has established a track record of success with regard to planning-related capacity building; ongoing strong and collaborative relationships with a large number of central, federal, provincial, and local authorities. The specific objective is to strengthen good governance in Iraq by improving delivery of public services, through improved planning and implementation processes at governorate level, resulting in: Improved capacity for planning and implementation at governorate level, resulting in higher budget execution and service delivery, leading towards better sector wide planning and; Improved communication and coordination between central and governorate levels, and increased participation of communities in local development.

B. Scope of Services, Expected Outputs and Target Completion

The objective of this consultancy is to hire a qualified consultant to provide interpretation and translation services under the umbrella of the project "Local Area Development Programme (LADP)".

C. Scope of Services

This consultancy focuses on delivering interpretation, translation, and revision services from English to Arabic and vice versa for LADP. The interpreter will carry out the following tasks:

- Provide interpretation services during events from English to Arabic and vice versa.
- Translate, review, and submit documents on timely manner.
- Incorporate revisions into existing documents in English and Arabic.

- d) Compare documents (Arabic and English versions) as requested and incorporate linguistic amendments.
- e) Perform quality control of translated documents.
- f) Review and proofread of documents for language (paying attention to terms used) and typos (English and Arabic).
- g) Ensure the usage of proper terminology (Arabic and English) based on the nature of documents.
- h) Other related tasks as assigned.

D. Expected Outputs and Leadtime:

a) Outputs and activities:

Outputs and activities	
1.	Interpretation services (please see G below for missions details)
2.	Relevant documents (from English to Arabic and vice versa) properly translated, reviewed, and submitted on time.
3.	Incorporate revisions into existing documents in English and Arabic.
4.	Documents are compared (Arabic and English versions).
5.	Quality control (content, format, language accuracy, and spelling) of translated documents performed.
6.	The usage of proper terminology (Arabic and English) is ensured based on the nature of documents.
7.	Other assigned related tasks accomplished.

b) Translation Lead-time:

The lead time for delivery of translated documents, expected by UNDP, is provided in the table below:

Size - Number of pages of source document (250 words per page as the standard)	Delivery time (upon receipt of UNDP translation request)
≤5 pages	Within/next working day (counted from the hour that the text is received)
6 - 10 pages	Within 2 working days
11 – 20 pages	Within 3 working days
21 – 50 pages	Within 5 working days
51 – 100 pages	Within 10 working days
>100 pages	At least 10 pages per day

E. Reporting and Work Timeframe:

The Consultant shall report directly to the respective LADP Programme Manager/UNDP Iraq.

F. Duty Station

The consultant will be working from home and participating in missions when required.

G. Travel Plan: Eight travels are envisaged during the period of this consultancy as follows:

1. Travel to Istanbul: the incumbent is anticipated to travel to Istanbul for 2 workshops with the Iraqi counterparts for the duration of 5 days (including travel days) for each workshop.
2. Travel to Baghdad: the consultant is anticipated to travel to Baghdad for 3 workshops with the Iraqi counterparts for the duration of 5 days (including travel days) for each workshop.
3. Travel to Erbil: the consultant is anticipated to travel to Erbil for 3 workshops with the Iraqi counterparts for the duration of 5 days (including travel days) for each workshop.

H. Competencies:

a) Communication:

- Possesses strong communications skills, both spoken and written.

- Is able to articulate ideas in a clear and concise manner.
 - Asks questions to clarify, and exhibits interest in having two-way communication.
 - Tailors language, tone, style and format to match the audience.
 - Demonstrates openness in sharing information and keeping people informed.
- b) Planning and Organizing:**
- Organizes time effectively and prioritizes workload appropriately; adjusts priorities as required.
 - Is efficient in meeting commitments to tight deadlines.
 - Allocates appropriate amount of time for completing work.
- c) Teamwork:**
- Works collaboratively with colleagues to achieve goals and promotes good team spirit.
 - Solicits input by genuinely valuing others' ideas and expertise.
 - Is willing to learn from others
 - Recognizes and responds appropriately to the ideas, interests and concerns of others.
- d) Professionalism**
- Is able to work independently and show initiative when required.
 - Remains calm, in control and good humored even under pressure.
 - Focuses on result for the client and responds positively to feedback.
 - Consistently approaches work with energy and a positive, constructive attitude.
 - Demonstrates openness to change and ability to manage complexities.
 - Takes pride in the quality of own work.

I. Education and Qualifications

a) Education:

- Bachelor Degree in English Literature or other relevant fields.

b) Qualifications and Experience:

- At least 10 years of experience in translation from English to Arabic and vice versa (samples of previous work are preferable to be submitted).
- Excellent knowledge of Arabic and English; excellent Arabic and English languages skills, writing and typing.
- Experience in working for an international organization is essential, preferably in the Iraq context.
- Experience in translation in the field of Local Area Development.
- Experience in the usage of computers and Microsoft Office software packages is required (MS Word, Excel, etc.).

J. Scope of Bid Price and Schedule of Payments:

Interested professionals are invited to submit their bid consisting of a financial and technical proposal for completion of this assignment. The technical proposal shall include:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 2);
- b) UNDP Personal History form (P11) (Annex 3), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided in (Annex 4);
- d) Brief description of why the individual considers him/herself as the most suitable for the assignment; and
- e) Any other information that the applicant finds relevant.

The financial proposal shall indicate the total amount required for covering all aspects of the assignment broken down into the following:

- The lump sum amount must be “all-inclusive” All costs (professional fees, travel/transportation costs, living allowances, communications, consumables, etc) required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travels incurred to join the duty station/ repatriation travel. It is UNDP policy to provide international consultants with economy class ticket. Should the contractor wish to travel on a higher class s/he should use his/ her own resources to pay the difference.

In the case of unforeseen travel, payment of travel costs including tickets lodging and terminal expenses should be agreed upon between the respective project and the Individual Consultant, prior to travel and will be reimbursed.

K. Criteria for Selection of the Best Offer

The following criteria shall serve as basis for evaluating offers:

- Combined Scoring Method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted with a maximum of 30%.
- Only candidates obtaining a minimum of 70% points in the technical evaluation will be considered for financial evaluation.

Note: In addition to the desk review of the CV and technical proposal, an interview will be held with the shortlisted candidates to test their respective expertise in the services being requested. .

Technical Criteria weight

Relevance and responsiveness of candidate's past experience and qualification based on submitted documents:				Max. Point 100	Weight
Technical	1	Bachelor Degree in English Literature or other relevant fields	30	100 Points	70%
	2	At least 10 years of experience in Interpretation, translation from English to Arabic and vice versa (samples of previous work are preferable to be submitted).	30		
	3	Experience in working for an international organization or UN is essential, preferably in the Iraq context.	15		
	4	Experience in translation in the field of Local area development.	15		
	5	Experience in the usage of computers and Microsoft Office software packages is required (MS Word, Excel, etc.).	10		
Financial	Lowest Offer / Offer*100				30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)					

L. Time and method of payment

The Offeror shall bill on an all-inclusive service fee basis:

1. Charged per 1,000 words of original text sent for translation;
2. Charged per hour for interpretation services, for maximum 8 hours per day.

Duly indicated in the Financial Proposal. The level of the service fees shall remain fixed for the whole duration of the contract.

Billing and Invoice:

- a) The selected contractor shall send an itemized official invoice to LADP Programme Manager/UNDP Iraq at the end of each month for all services provided during the respective month;
- b) The invoice shall be issued in US Dollars;
- c) Within 30 days UNDP Iraq shall effect payment to the contractor upon review and certification of the services included in the invoice.