



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

10 February 2017

Country	Turkey
Description of the Assignment	Framework Contract Based Consultancy Services on Providing Turkish Arabic (and vice versa) Bilingual Translation Services
Ref.:	SSS-TS-2017/1
Project Name	Strengthening Social Stability in SEA Region
Project No	00099640
Award ID	00095627
Period of Assignment/Services	February 2017 – December 2017

Proposal should be submitted by email to ic.proposal@undp.org.tr no later than **17 February 2017**, COB. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry to all consultants.

1 BACKGROUND

The project of “Strengthening Social Stability in SEA Region” has been developed to respond to the increasingly reported facts and observation that the capacities of local service providers are overstretched, reducing their capability to deliver services to their constituents and that the labour market cannot meet the demand for jobs as a result of the increased number of inhabitants and influx of Syrians living in the Southeast Anatolia Region, which is already a disadvantaged region in terms of labor market indicators.

A specific component of the Project aims at contributing to the employability of different segments of Syrian population and host communities through provision of vocational training and competency development programmes that the local agricultural sector, manufacturing sector and the services sector are in need.

For further details, please see Annex 1 (Terms of Reference).

2 SCOPE OF SERVICES

The main scope of the service is to provide UNDP and other relevant partners with high caliber consecutive translation services and written translation services based framework individual consultancy contract.

The IC will work on a framework contract basis. Specific expectations from the IC will be articulated in the service requests to be made by UNDP during the course of the contract.

For further details, please see Annex 1 (Terms of Reference).

3 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex 1 (Terms of Reference).

4 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- A one-page Letter of Interest, explaining why they are the most suitable for the work
- Financial Proposal (please see section 5, below and Annex II)
- Personal updated CV and P11 Form (Annex IV), including past experience in similar projects and at least 3 references with their contact details (e-mail, telephone number etc.)¹

5 FINANCIAL PROPOSAL

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 2. Any deviation from the standard text may lead to disqualification.

6 EVALUATION

The evaluation will be based on cumulative analysis (i.e. technical qualifications and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Candidates that obtain a minimum of 70 pts out of a maximum 100 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

Criteria	Weight	Maximum Points	Weighted Score
Technical	70%	100 pts	70
<i>General Qualifications</i>	<i>14%</i>	<i>20 pts</i>	<i>14</i>
<i>General Professional Experience</i>	<i>21%</i>	<i>30 pts</i>	<i>21</i>
<i>Specific Professional Experience</i>	<i>35%</i>	<i>50 pts</i>	<i>35</i>
Financial	30%	100 pts	30

¹UNDP will contact directly with the provided names for reference check purposes without any prior notification to the applicant.

7 ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex III and the procurement notice and/or Annex I and/or Annex II, the provisions of Annex III are applicable.

- Annex 1: Terms of Reference
- Annex 2: Price Proposal Guideline and Template
- Annex 3: General Conditions of Contract for Individual Consultants
- Annex 4: P11 Form

Annex 1: Terms of Reference

1 BACKGROUND

The project is prepared in support of vulnerable host communities affected from the ongoing Syrian crisis and influx of Syrian populations in provinces including Kilis, Gaziantep, Hatay, and Şanlıurfa. It has been prepared in the context of the strengthened cooperation between Government of Japan and UNDP in recognition of the economic impact of the Syrian crisis on the hosting countries, the enduring nature of the crisis, and need to develop mitigating measures, where the economic impact is severe and negative.

The project at hand is a short-term project initiative, the objective is contributing to the strengthening of social stability in the Southeast Anatolia Region through two main components. Component 1 on strengthening livelihood opportunities for Syrian population and host communities through skills and competency development services as well as improved local value chains and local production ecosystems and infrastructures, will mainly target Sanliurfa province and its economic geography (i.e. sectoral value chain-based linkages to other provinces mainly Gaziantep). The second Component will aim at a broader geographical area through small-scale investments and technical assistance aimed to strengthen the municipal capacities on public services and creating public areas/social zones. The project complements other interventions by humanitarian organizations such as UNHCR as well as bilateral assistance by JICA.

2 OBJECTIVE AND SCOPE OF SERVICES

The ICs will primarily serve to the needs of the Strengthening the Social Stability in SEA Region Project, but UNDP may also request services for other projects and programmes as per needed.

Under the supervision of the Project Manager and Field Coordinator and in close collaboration with the Project team, the Individual Consultants (IC) will be responsible for providing professional consecutive interpretation services from/into Arabic and Turkish (vice versa) for the meetings/trainings organized/participated by the UNDP and translation of documents from/into Arabic and Turkish (vice versa). Specific work will likely differ from task to task. The ultimate purpose of this assignment is to provide high caliber consecutive translation services and translation of the materials related to the project activities.

Within the scope of the present assignment, best translation practices will be taken into consideration. The assignment will include providing Turkish-Arabic (and vice versa) bilingual translation (consecutive and written).

In order to achieve this objective, an Individual Consultant (IC) will be hired on a framework contract basis through this generic Terms of Reference and be requested to provide consultancy services and develop corresponding deliverables based on the specific service requests made to the IC by the UNDP during the course of the contract.

3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- *The Project* refers to Strengthening Social Stability in SEA Region Project
- *The Assignment* refers to the present Assignment
- *w/d* refers to working days
- *GAP RDA* refers to Southeast Anatolia Project Regional Development Administration
- *IC* refers to the Individual Consultant,
- *Region* refers to SEA Region
- *PMU* refer to the Project Management Unit in Şanlıurfa and Ankara
- *UNDP* refers to United Nations Development Programme Country Office in Turkey,

4 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

UNDP will mobilize **one (1)** individual consultant (IC) on a framework contract basis. The following duties and responsibilities are *indicative* and *subject to further detailing* through specific service requests to be made by UNDP during the course of the contract duration.

The IC is expected to provide services in written and consecutive formats for the meetings and other activities. The IC will be clearly informed regarding the duration, scope, content, category, location, venue through service request (Service Request Form) issued to the IC and the agreement of the IC will be asked for the service request in order to proceed.

Within the scope of the Assignment; the IC is expected to provide consultancy services for the below listed generic activities:

- To translate the training materials and customizing it for the need of target groups,
- To provide consecutive translation during meetings, workshops, events etc.
- To produce a 100% accurate translation of Arabic text to Turkish and Turkish text to Arabic. Content accuracy includes detailed comparison of content, facts and figures and making sure there are no omissions from the source; translations and proofreading all footnotes and/or endnotes,
- To provide accurate translation from Arabic to Turkish and Turkish to Arabic for a variety of materials including human stories, speeches, press releases, brochures and reports produced by and for the use of UNDP,
- To ensure Arabic language excellence and proofreading, including excellent Arabic language, vocabulary, syntax, expression and grammar as well as all relevant terminology.
- To conduct desk review study from the documentation provided by the UNDP or other sources prior to the assignment/meeting for the identification of the use of correct/technical vocabulary/terminology.
- To provide clear and accurate simultaneous/consecutive interpretation from/into Turkish and Arabic (and vice versa),

- To demonstrate flexibility and provide solutions, in case meeting sessions exceed their regular duration in order to continue interpretation without interruption,

If required by the UNDP and GAP RDA, the IC could be requested to provide additional consultancy services on topics related to her/his expertise area for other activities of the Project, as well as other relevant projects such as the project on the Host communities.

5 DUTIES AND RESPONSIBILITIES OF THE UNDP

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the IC and other stakeholders, when needed.

6 DELIVERABLES

The Assignment will include translation services, which will be defined in the specific service requests to be made by UNDP to the IC. The IC is required to submit countersigned Service Request Form in which Work Completion section was signed by the service requestor as the deliverable of each service.

7 REPORTING

The IC will report to the Project Manager and Project Associate of Strengthening Social Stability in SEA Region for the completion of the tasks and duties at the UNDP in which the IC will be retained. The IC will work closely with the PMU in Şanlıurfa and Ankara. All reports should be submitted in Turkish. UNDP may request executive summaries of some select deliverables in English. In case of a need, translation costs of executive summaries of some select deliverables **will not** be borne by the Project.

8 ESTIMATED INPUTS BY THE INDIVIDUAL CONSULTANT (IC)

Consecutive Translation: The IC is expected to invest (*at maximum*) 50 working days² for consecutive translation services.

Written Translation: The IC is expected to translate (*at maximum*) 500 pages³ and invest maximum 50 days for the written translation services. The IC is expected to complete translation of 10.000 characters without space in one day.

9 REQUIRED QUALIFICATIONS

The required qualifications and/or experience are presented below:

General Qualifications

² 1 working day is composed of 8 working hours.

³ 1 page is composed of 1.000 characters without space

- University degree in relevant fields of Linguistics, Translation and Interpreting Studies Departments.
- *Asset: advance degrees in relevant field.*
- Proficient in Turkish and Arabic, Conversant in Turkish and Arabic,
- Basic computer skills in using applications, such as word processors.

Professional Experience

- A minimum of 3 years of professional experience is required.
- Professional experience of more than 5 years is an asset.
- International professional experience is an asset.

Specific Experience⁴

- A minimum of 2 years of specific professional experience in Translation and Interpreting in Turkish and Arabic is required. More than 5 years is an asset.
- At least 1 year of specific experience in providing translation services in activities targeting refugees is required.
- Professional experience in Arabic-Turkish written translation of reports and/or training materials is required.
- **Assets:** (i) More than 3 years of specific experience in conference translation, (ii) More than 2 years of specific experience in Southeast Anatolia Region with Syrian Refugees.

10 TIMING AND DURATION

The Assignment is expected to be launched in February 2017 and be completed by the end of December 2017.

11 PLACE OF WORK

Place of work for the assignment is **Şanlıurfa**. The IC might be also required to travel to Gaziantep, Kilis and Hatay with respect to project needs and the duties and responsibilities of the consultant stated in Item 4. The cost and terms of reimbursement of any travel authorized by UNDP for Individual Contractors must be negotiated prior to travel. During the travels outside of the duty station specified in the Service Requests or in case of need additional travels that were unforeseen in the Service Requests, the respective travels of the consultant may either be;

- Arranged and covered by UNDP from the respective project budget without making any reimbursements to the consultant or
- Reimbursed to the consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item subject to UN DSA rate constraints and conditions provided in below table;
- Covered by the combination of both options provided above.

⁴ Supporting documentation may be requested.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	full-fare economy class tickets	1- Approval of UNDP before the initiation of travel 2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form 3- Approval of UNDP
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations - , transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

12 CONTRACTING

Contracting Authority for this Assignment is UNDP, and the contract amount will be provided through UNDP. The Individual Contractor will be hired under a Contract for The Services of an Individual Contractor. The contract to be signed between UNDP and successful candidate(s) will **not** entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP.

13 PAYMENTS

Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the hourly fee rate (indicated in the contract) and number of days invested (***not to exceed maximum number of days in the service request***) will be the basis of payment to the IC. The payment conditions indicated herein represents estimated working days to be invested for the particular activities. The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables and Certification of Payment Form (Attachment -1) by UNDP.

Annex II: Price Proposal Guideline and Template

The prospective IC should take the following explanations into account during submission of his/her price proposal.

- You are asked to propose your professional **daily fee rate** and **document translation fee rate**, which will be multiplied by the number of working/days and by the number of translated pages indicated in the Terms of Reference to establish the **total contract amount**.
- The fee rate should be indicated in Turkish Liras (TL).
- The fee rate should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.
- The payments to be made will be calculated on the actual number of working/days to be invested and reported (through timesheets) and on the actual number of pages to be translated by the consultant for fulfillment/delivery of corresponding activities/deliverables. The number of working/days to be reported by the consultant cannot be more than the number of working/days, indicated in the service request allocated for the fulfillment/delivery of corresponding activities/deliverables.
- The accommodation and all living expenses at the Duty Station (Şanlıurfa) will be arranged and borne by the consultant and it must be included in the Price Proposal. There will not be any additional payment to the consultant for such expenses at the Duty Station.
- If required, travel related costs (incl. economy class transportation and BB accommodation) outside of Şanlıurfa (incl. travel to districts of Şanlıurfa) will be borne by UNDP in line with UNDP's corporate rules and regulations as indicated in Clause 11 of the ToR.
- Once proposed and accepted, **the fee rate cannot be changed**.
- Please (a) copy the below text into a word processor, (b) indicate your daily fee rate and document translation fee rate as explained above, (c) do not change any part of the standard text (changing the standard text may lead to disqualification), (d) sign the document, (e) scan the signed version of the price proposal, and (f) send it as an attachment back to UNDP by replying to this email.

Price Proposal Submission Form

To: United Nations Development Programme

Ref: Framework Contract Based Consultancy Services on Providing Turkish Arabic (and vice versa) Bilingual Translation Services

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UNDP within the scope of the referred Assignment.

Having examined, understood and agreed to the Procurement Notice and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with Annex I (Terms of Reference) of the Procurement Notice.

My *daily consultancy fee rate* is: Turkish Lira. (for meetings and other activities)

Daily Consultancy fee	Max. number of days to be invested	Total Offered Price
	50 working days	

My *document translation fee rate* is: Turkish Lira. (for 1.000 characters per page)

Document Translation fee (1.000 characters per page)	Max. number of pages to be translated	Total Offered Price
	500 pages	

I understand that

- My hourly fee rate will be multiplied by the applicable number of units to establish the contract amount.
- My services will be received *on a framework basis* and that signature of a contract would *not* establish a financial commitment from UNDP.

- A financial commitment from UNDP will only be established at the time of service request and only for *the number of maximum working/days* indicated in the service request,
- The number of working/days indicated in the service requests, allocated for each payment/deliverable is the *maximum* number of working days, and I agree to fulfill/deliver the relevant activities/deliverables at most within those maximum amounts of working/days.

I confirm that the price (hourly fee rate) that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

Attachment 1

United Nations Development Programme



Certification of Payment

1. For Personnel use only

Name:	Contract No.:
Project Number:	Fee: (per diem)
Project Title:	Duration:
Starting Date:	Expiry date:
Nationality:	Expected number of work days per week:
Allotment Number(s):	Vendor No.:
MOD Number(s):	Index no.:

2. To be completed by the subscriber

Please type or print and **mail original and first and second copies**, along with your travel claim upon completion of travel, to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

Attention: (Finance Officer)

Room No.:

I certify that the dates indicated below are an accurate account of the services and duties performed under the terms of this contract.

Countries visited	Dates worked		No. of days worked	Total Payable
	From	To		

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Special Service Agreement, or paragraph 2 of the Reimbursable Loan Agreement. Payments in other than US dollars will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank:	Account title:
Address:	Account number:
Currency of Account:	Social Security or Tax Identification No.: (if applicable)
Signature:	Date:

Signature: _____ Date: _____

3. To be completed by Area/Requesting Officer

Please check appropriate box	Final report accepted: <input type="checkbox"/>	Assessment sheet attached: <input type="checkbox"/>
	Final report not accepted <input type="checkbox"/>	Second Assessment to be added: <input type="checkbox"/>

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature: _____ Date: _____
Name: _____

4. To be completed by the Certifying Officer

Please process the payment of "Amount" to the subscriber in accordance with the payment instructions given above.

Travel Claim received ☐

Certifying
Officer

Certifying Bureau/Division

Date

