

Terms of Reference

Description of the assignment (Title of consultancy): Translator

Project Title: Arab Knowledge Project (AKP)

Period of assignment/services: 80 working days over a period of 6 months

A. Background

The Arab Knowledge Project (AKP) is a partnership between UNDP and the Mohammed Bin Rashid Al Maktoum Knowledge Foundation (MBRF). Originally established in 2007, the partnership resulted in the production of a series of reports known as the *Arab Knowledge Reports*¹ that document key challenges and opportunities to building effective knowledge-based societies in Arab countries, with a particular focus on youth and skills development.

Aiming to widen the partnership's scope of impact and reach, as well as support the achievement of the Sustainable Development Goals (SDGs) adopted globally in 2015, UNDP and MBRF reinforced their strategic collaboration for five additional years (2016-2020). In this new phase, AKP launched the **Arab Knowledge Index (AKI)** to assess the state of knowledge acquisition, dissemination and production across the Arab region. The index is designed to cover the most important pillars of development reliant on knowledge: Pre-university education, higher education, technical and vocational education and training (TVET); information and communications technology (ICT); economy, and research, development and innovation (RDI), in addition to the enabling environments. It builds on data obtained from globally-recognized institutions including UNESCO, World Bank, OECD, ILO, World Economic Forum, International Telecommunication Union (ITU) and IEA Data Processing and Research Center, while taking into consideration the specific socio-cultural context, needs and challenges of the Arab region. AKP has also developed **Knowledge4all** digital portal, which contains the previous Arab Knowledge Reports, the Arab Knowledge Index in its two versions and the Arab Reading Index; and **K4all** mobile application to provide easily accessible data on knowledge within a development framework.

Throughout 2017, AKP has been preparing to produce the **Knowledge Index**, which is expected to become a global measure of knowledge accumulation and production covering more than 140 countries internationally. The Knowledge Index will be launched in its Arabic and English versions in November 2017 during the fourth Knowledge Summit organized by MBRF in Dubai. AKP is in the process of drafting a report to present the methodology, relevant technical notes, as well as the conceptual framework adopted in selecting the indicators and designing the global index. The final report, which is being drafted in Arabic and translated into English is not expected to exceed 75,000 words (including the Forewords, Table of Contents, References and Annexes). As for the variables definitions that need to be translated into Arabic, they are not expected to exceed 25,000 words.

¹ AKR 2009: "Towards Productive Intercommunication for Knowledge"; AKR 2010/2011: "Building Future Generations for Knowledge Society"; AKR 2014: "Youth and Localisation of Knowledge."

To this end, UNDP is seeking consultancy services for **translating** the Arabic version of the report into English, in addition to translating the definitions of the variables which are originally in English as well as proofreading the final text to ensure a coherent narrative. Qualified consultants will have experience working with similar projects with international organizations (preferably United Nations).

C. Scope of Work

Under the general guidance of the AKP's Chief Technical Advisor and in close coordination with the AKP team, the consultant's responsibilities are to:

1. Translate the texts from either Arabic to English or English to Arabic:
 - a. Ensure it is produced with clear and accessible language;
 - b. Adequate translation of the terminology;
 - c. Maintain the spirit of the original document in Arabic and in English.

D. Expected Outputs and Deliverables

The Consultant will work with the AKP team under an agreed timeline and workplan based on the following deliverables, **noting that the final number of outputs is dependent on the final word count of the Knowledge Index Report (maximum 75,000 words to be translated from Arabic to English and 25,000 to be translated from English to Arabic).**

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Output 1: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days from contract signature date	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 2: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 1	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 3: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 2	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 4: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 3	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 5: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 4	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 6: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 5	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 7: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 6	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 8: Translate 5,000 words of the Knowledge Index report from Arabic to	4 working days after the successful delivery of output 7	Hany Torky, Chief Technical Advisor, Arab Knowledge Project

English		
Output 9: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 8	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 10: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 9	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 11: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 10	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 12: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 11	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 13: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 12	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 14: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 13	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 15: Translate 5,000 words of the Knowledge Index report from Arabic to English	4 working days after the successful delivery of output 14	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 16: Translate 5,000 words of the Knowledge Index report from English to Arabic	4 working days after the successful delivery of output 15	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 17: Translate 5,000 words of the Knowledge Index report from English to Arabic	4 working days after the successful delivery of output 16	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 18: Translate 5,000 words of the Knowledge Index report from English to Arabic	4 working days after the successful delivery of output 17	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 19: Translate 5,000 words of the Knowledge Index report from English to Arabic	4 working days after the successful delivery of output 18	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 20: Translate 5,000 words of the Knowledge Index report from English to Arabic	4 working days after the successful delivery of output 19	Hany Torky, Chief Technical Advisor, Arab Knowledge Project

E. Institutional Arrangement

The consultant is required to work under the general guidance of the AKP's Chief Technical Advisor and maintain close communication with the AKP team to monitor progress. In the event of delay, s/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly.

F. Duration of the Work

The expected duration of the work is up to 80 working days over a period of 6 months from contract signature date.

G. Duty Station

The Consultant will be home-based.

H. Qualifications of the Successful Individual Contractor

I. Education

- University degree in English or Comparative Literature, Foreign Languages or any other relevant field;

II. Work Experience

- A minimum of 7-10 years of relevant experience in professional translating from Arabic to English, including translating of international development reports or relevant materials;
- Previous experience with UNDP style and understanding of publication requirements is a must;

II. Key Competencies

- Familiarity with UNDP style and understanding of publication requirements is a must;
- Effectiveness in meeting tight deadlines;
- High level of competency in English required;

III. Language Requirements

- Fluency in written and spoken Arabic and English is required.

I. Scope of Price Proposal and Schedule of Payments

Payment will be effected in installments **based on the final number of words translated** as per the scheduled deliverables detailed above and upon satisfactory completion of the associated deliverables required. **The final number of deliverables is dependent on the final word count of the Knowledge Index report (maximum 75,000 words to be translated from Arabic to English and 25,000 to be translated from English to Arabic).**

Deliverables	Due date	Rate
Following the successful delivery of outputs 1 and 2	8 working days from contract signature date	Consultant's rate per word multiplied by # of words
Following the successful delivery of outputs 3 and 4	8 working days after the successful delivery of output 2	Consultant's rate per word multiplied by # of words
Following the successful delivery of outputs 5 and 6	8 working days after the successful delivery of output 4	Consultant's rate per word multiplied by # of words
Following the successful delivery of outputs 7 and 8	8 working days after the successful delivery of output 6	Consultant's rate per word multiplied by # of words
Following the successful delivery of outputs 9 and 10	8 working days after the successful delivery of output 8	Consultant's rate per word multiplied by # of words
Following the successful delivery of outputs 11 and 12	8 working days after the successful delivery of output 10	Consultant's rate per word multiplied by # of words
Following the successful	8 working days after the	Consultant's rate per word

delivery of outputs 13 and 14	successful delivery of output 12	multiplied by # of words
Following the successful delivery of outputs 15 and 16	8 working days after the successful delivery of output 14	Consultant's rate per word multiplied by # of words
Following the successful delivery of outputs 17 and 18	8 working days after the successful delivery of output 16	Consultant's rate per word multiplied by # of words
Following the successful delivery of outputs 19 and 20	8 working days after the successful delivery of output 18	Consultant's rate per word multiplied by # of words