



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 7 September 2017

Reference: LEB/CO/IC/161/17

Country: Lebanon

Description of the assignment: International Translator.

Project name: Arab Knowledge Project (AKP).

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

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 September 2017 at 11:59 P.M. Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org. The UNDP Procurement Unit will respond in writing 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 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

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

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.

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).

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

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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;

IV. 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

(I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

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

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant 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.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

| Criteria | Weight | Max. Point |
|---|--|-------------------|
| <u>Technical Competence</u> | 70% | 100 |
| <ul style="list-style-type: none"> • Extensive experience in editing HDRs, and other flagship reports of international organizations (UN, World Bank, etc.); | | 40 |
| <ul style="list-style-type: none"> • Years of relevant work experience (The consultant should have 7 - 10 years of relevant experience in professional editing in Arabic, including editing of international development reports or relevant materials); | | 40 |
| <ul style="list-style-type: none"> • University degree in Arabic or Comparative Literature, Foreign Languages or any other relevant field. | | 20 |
| <u>Financial (Lower Offer/Offer*100)</u> | 30% | 100 |
| <u>Total Score</u> | Technical Score * 0.7 + Financial Score * 0.3 | |

How to apply:

The consultancy is open for all International consultants who meet the selection criteria and propose a competitive fee.

Interested consultants are requested to apply online using the UNDP jobs portal at

<https://jobs.undp.org/>

The job site does not allow to submit multiple files. At the time of preparing the application, consultants are requested to copy the CV/P11, technical proposal, Annex 3 (Offerors Letter) and the financial proposal in one document and upload the file as word or PDF to the job site.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT