

Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy): Interpreter-Translator (3)

Project Title: Lebanese Host Communities Support Project (LHSP) - Social and Local Development Programme

Period of assignment/services: Long Term Agreement - 2 years.

1. Background

UNDP Social and Local Development Programme focuses on eradicating poverty, strengthening local capacities and supporting government policies for development. The Programme targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted-regions (South Lebanon, North Lebanon, Bekaa region and Mount Lebanon).

UNDP's support in the area of poverty reduction focuses on policy and operational support. At the upstream level, UNDP provides policy advice for the development of national policies for social development and poverty reduction, in addition to building the country statistical database for poverty measurement and monitoring. At the downstream level, UNDP supports the implementation of local development/ local governance initiatives in four areas of the country.

2. Scope of work, responsibilities and description of the proposed analytical work

UNDP Social and Local Development Programme wishes to make a long-term agreement with Three English-Arabic and Arabic-English Interpreters/Translators. As interpreters, they need to execute instantaneous interpretation during SLD events from English to Arabic and vice versa. As translation, they need to provide fast and high quality professional translation from English to Arabic and vice versa of various document types: speeches, press releases, success stories, video subtitling, agreements... etc.

3. Expected Outputs and deliverables

As per the request of the UNDP Social and Local Development Programme, the Interpreter/Translator will be translating documents for communication purposes, and interpreting at inaugurations, field visits,

meetings, and any other activity requested for the Programme. Professional appearance and attitude are essential during all events. Accuracy of interpretation and translation are also critical.

4. Institutional arrangements

- a) The Interpreter/Translator will work under the direct supervision of the LHSP-SLD Senior Communication Officer.

5. Duration of work

Two years based on satisfactory performance of services. An extension for one additional year is possible if required by UNDP

6. Duty station

The interpreter will be available in any region in Lebanon depending on need (Beirut, North, South, Bekaa, and Mount Lebanon)

7. Requirements for experience and qualifications

I. Academic Qualifications:

Bachelor Degree in translation

II. Experience:

- a. At least five years of experience as interpreter and translator
- b. Experience in interpretation and multi-national high-level events and UN agencies
- c. Proven track record of high quality professional translation from English to Arabic and vice versa. Samples to be sent with application

III. Competencies:

- a. Excellent command of both English and Arabic. French is a plus
- b. Good communication skills
- c. Proven ability to work under pressure and in less comfortable situations

8. Scope of Price Proposal and Schedule of Payments

The Interpreter shall be paid upon completion of each day of interpretation or upon satisfactory completion of translation projects.

- i) Fees must be all-inclusive (professional fees, travel costs, living allowances, communications, consumables); and any additional assistants needed if applicable.
- ii) The Interpreter must take into consideration his transportation fees to any location within the Lebanese territory.

Description - Interpretation	1-hour event within Beirut (USD)	1-hour event interpretation outside Beirut (USD)	2-hour event within Beirut (USD)	2-hour event interpretation outside Beirut (USD)	3-hour event interpretation within Beirut (USD)	3-hour event interpretation outside Beirut (USD)
Cost of the outputs and deliverables mentioned in item F (Interpreting instantaneously at events)						

Description - Translation	1-page document (USD)	1-minute video subtitling (USD)
Cost of the outputs and deliverables mentioned in item F (Translation of documents)		

Translation will be calculated as per the 1-page price and multiplied or divided accordingly. Same goes for subtitling.

9. Recommended Presentation of Offer

Interested candidates must submit the following documents:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, 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;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- Financial Proposal** that indicates the all-inclusive fixed daily fees, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. The number of hours for each

project will be set mutually by the UNDP and the Cameraman before starting the project design. The below financial proposal tables is for the Interpreter and Translator reference.

10. Criteria for selection of the best offers

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Academic Qualifications <ul style="list-style-type: none"> Bachelor Degree = 25 points Master's Degree = 30 points 		30
<ul style="list-style-type: none"> Criteria B: Experience <ul style="list-style-type: none"> Years of Experience (up to 30 points) 5 Years of Experience = 25 points 6 years and above = 30 points Experienced in International Events and UN agencies = 10 points Proven track record of translation= 10 points 		50
<ul style="list-style-type: none"> Criteria C: Competencies <ul style="list-style-type: none"> English and Arabic skills = 15 points English Arabic and French skills = 20 points 		20
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	