



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (National Consultant: Translator & Interpreter)

UNDP/PN/51/2017

Date: 25 October 2017

Country: Nepal

Description of the assignment: The National Consultant will be responsible to translate materials of global experiences on parliamentary affairs in Nepali from English and editing/proof reading translated documents.

Number of consultant required: 1

Project name: UNDP/ Parliament Support Project (PSP)

Period of assignment/services (if applicable): 20 working days, from 15 November 2017

Duty Station: Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/51/2017: National Consultant: Translator & Interpreter (SM))**, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal or by email to procurement.np@undp.org not later than **1730 hours (Nepal Standard Time) of 5 November 2017**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **Ref.: UNDP/PN/51/2017: National Consultant: Translator & Interpreter (SM)**, on or before **29 October 2017**. The procurement unit will respond to the inquiries by **30 October 2017**, in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education & Experience:

- Advanced University degree, preferably in foreign languages or equivalent, law, international relations, literature, journalism, Nepali or other disciplines related to social sciences. A combination of relevant academic qualifications and experience may be accepted in lieu of the advanced university degree.
- At least 2 years of relevant experience. Experience in translation, linguistics, journalism and simultaneous interpretation is desirable.
- Experience of translating resource materials of UN agencies, especially legal and constitutional documents

Language Requirements:

- Excellent written and oral communication skills in English and Nepali

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

Note:

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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 of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
Criterion A: <i>Advanced University degree, preferably in foreign languages or equivalent, law, international relations, literature, journalism, Nepali or other disciplines related to social sciences. A combination of relevant academic qualifications and experience maybe accepted in lieu of the advanced university degree.</i>	20%	20
Criterion B: <i>Experience in translation, linguistics, journalism and simultaneous interpretation is desirable Nepali or other disciplines related to sciences</i>	20%	20
Criterion C: <i>Experience in translating resource materials of UN Agencies, especially legal and constitutional documents</i>	20%	20
Criterion D: <i>Two years' experience in translating English to Nepali and Nepali to English</i>	10%	10
• <i>Lowest financial proposal</i>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Position Information

Title: Translator

Department/Unit: Parliament Support Project/UNDP

Reports to: Project Manager

Duty Station: Kathmandu

Expected Places of Travel (if applicable): N/A

Duration of Assignment: Not exceeding 20 days of assignment (15 Nov 2017)

The consultant will be engaged in translation of reference materials of global experiences on parliamentary affairs in Nepali from English and editing/proof reading of translated documents.

II. Background Information

Nepal is in implanting phase of the Constitution of Nepal which has established federalism, republicanism, secularism and inclusive and electoral democracy respectively. The transformed Legislature-Parliament of CA is concluded it four years tenure and elections of newly established federal parliament (House of Representatives and National Assembly) and Provincial Assemblies has further fixed on 26 November and 7 December 2017. As so far, end of the December of this year, the federal parliament and provincial assemblies will be resumed as its regular functioning. Some of them will be truly new faces and they need inductions and reference materials on parliamentary rules, procedures and pervious experiences to adopt new culture inside the parliament easily. In this context, PSP/UNDP preparing bags full of such materials that some of the materials are producing internally and some of them are fulfilling by outsourcers such as translating most important documents of global experiences. In this regard, PSP needs a translator who can translate those reference documents from English to Nepali.

III. Objectives of Assignment

- To produce quality translation of reference materials of global experiences on parliamentary affairs in Nepali from English.
- To print those materials and distribute to all MPs of federal parliament including members of house of representatives and national assembly.

IV. Scope of work Expected Results/Deliverables/Final Products Expected

Scope of work:

- Project will provide hard copies of English version documents/reference materials to translator.
- Translate the documents into Nepali from English with high quality of translation.
- Translation of 189-200 pages in English to Nepali
- Preeti font 550 words will be considered as one page that must be presented as portrait, A4 size and 1" margin at all sides.
- Single space
- Make final editing/proof reading of the whole translated documents.
- Submission final version

Expected Results/Final Products/Deliverables: (provide milestones/frequency which will be linked to the payment schedule) {NB: this section will be copied into the final SSA}

- The most important documents/reference materials of global experience on parliament affairs will translated into Nepali from English.
- Translator own self will do editing/proof reading of translated documents,

Review/approval time required to review/approve the outputs prior to authorizing payments:

The text translated will have to be recommended by the PSP Project Manager as 'good for payment'. PSP reserves rights to withhold/reassign/review the work and/or return it to the party contracted for finalizing the work if need be.

The payment will be delivered once the translation is submitted.

V. Requirements

Describe the required degree of expertise and qualifications, including specialized knowledge, language needs, experience, selection criteria, qualifications and performance or other standards the Contractor must fulfil.

VI. Recruitment Qualifications

<u>Education:</u> Postgraduate studies	Advanced University degree, preferably in foreign languages or equivalent, law, international relations, literature, journalism, Nepali or other disciplines related to social sciences. A combination of relevant academic qualifications and experience may be accepted in lieu of the advanced university degree.
<u>Experience:</u> (Indicate the extent (in years), type and level of experience)	At least 2 years of relevant experience. Experience in translation, linguistics, journalism and simultaneous interpretation is desirable. Experiences of translating resource materials of UN agencies, especially legal and constitutional documents will be a great advantage.
Language Requirements:	Excellent written and oral communication skills in Nepali and English