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| **TERMS OF REFERENCE (TOR)**  **21 June 2018**   |  |  | | --- | --- | | Department | **UNDP Mongolia Country office** | | Title of the assignment: | **Interpreter & Translator** | | Type of contract: | **Individual contract (roster) – Long term agreement** | | Contract duration | **36 months (from August 2018 – August 2021)** | |  |  |  1. **Background**   UNDP supports countries around the globe in developing national and local capacities to advance human development and accelerate progress toward the achievement of the 2030 Agenda for Sustainable Development. The goal of UNDP Mongolia Country Office to promote inclusive and sustainable development by supporting the voice and participation of people, guided by the Country Programme Document for Mongolia 2017-2021.  Given significant and continuous needs in working with partnership with various sectors of society including executive and legislative bodies of the government, private sector and civil society where translation and interpretation services are extensively required, UNDP Mongolia Country Office invites candidates to send their applications for inclusion in the ***“Roster for Individual Consultants: Translator and Interpreter.”*** The process of including candidates in the Roster is described in the later section of this Terms of Reference.   1. **Duties and Responsibilities**   Translator/Interpreter will be responsible for:   * Provision of the highest quality of translation and interpretation services from English into Mongolian and vice versa, of relevant materials for UNDP Programmes and Projects funded activities;   + Provision of timely submission of services for agreed assignments;   + Accuracy in interpretation and translation works ensured   + For written translation, the submitted work should be a final proofread and error free version to enable immediate publication without further proofreading or editing required by UNDP. Spelling, consistency of terms used and grammar must be 100% accurate.   + A special note on written translation of power point presentations, graphs and graphics must be submitted to UNDP as completed product ready for use in the same format and program as the original document.   + Ensure confidentiality of the translated or interpreted materials when required;   **Deliverables and Timelines**  *Translation services* can be requested on urgent and regular needs which are defined based on the following timelines and volume:   |  |  |  | | --- | --- | --- | | Volume | Time frame | Note: | | 1 – 15 pages | 2 days | Any assignment duration shorter than the specified timeframe is considered as urgent. | | 16 – 50 pages | 5 days | | 51-100 pages | 10 days | | 101 and above | As per the above timeline bench |   *Interpretation services:*   * Simultaneous and consecutive interpretation services required for meetings, workshops conferences etc… at various levels including the high level meetings through small scale workshops. The equipment required will be arranged by the UNDP CO.   Duration of the services may vary from one hour to several days. Interpreters will be informed in advance and background documents will be shared for accurate use of vocabulary, terms and terminologies.     1. **Quality control and Performance Monitoring of the translation and interpretation services**   Requesting units will provide a quality control and assess the performance of the contractors. Based on satisfactory performance, roster translators’ engagement can be continued up to 3 years in line with the UNDP CO Roster management policy.  Translators/interpreters may be removed from the Roster in the following situations:  (a) If the individual informs UNDP of his/her decision to be excluded from the Roster;  (b) If UNDP has obtained negative performance feedback from the “hiring units”  (c) If any Expert continuously decline 3 assignments in a calendar year   1. **Required experience and education:**   To be selected for the roster, interested offerors must have:   * Minimum a Bachelor degree in linguistics, public policy, economics or any other related fields. * Minimum 5 years of relevant experience in translation and interpretation services at least on two of the areas of democratic governance, sustainable development, climate change, environment and energy, crisis prevention, disaster recovery, gender, law or relevant areas   Any internationally accepted certificates for translation or interpretation programme completion will be an asset.   1. **Evaluation and Selection Criteria:**   Combined Scoring Method shall be used proposing 70%/30% distribution for technical and financial proposals. The minimum passing score of technical proposal is 49 point ie., 70 percent of the technical evaluation maximum point of 70. The financial proposal shall weight 30% and shall be computed as a ratio of the proposer’s offer to the lowest price among the offers received by UNDP.  **Technical Evaluation:**  Proposals received from interested applicants will be evaluated based on the following methodology:   * + Relevant educational requirement in a minimum of one of the above action areas mentioned in the TOR   + Substantive expertise and technical competencies in the above listed areas and language skills will be evaluated by reviewing the samples provided and based on the reference check obtained from the offeror’s suggested referees.  1. **Detailed breakdown of scores:**  |  |  | | --- | --- | | **Technical Criteria (70% of weight)** | **Maximum obtainable point 70 percent** | | *Educational Background – at least Bachelor degree as specified under education background* | **20** | | *Relevant working experience (min 5 years): Reference checks will be conducted* | **25** | | *Writing and analytical skills – sample documents will be evaluated and feedback received from the service recipient* | **25** | | ***Technical score*** | **70** |   Only those candidates who obtained a total technical score of 49 and above (i.e. 70% of total score) will be considered as technically qualified.   1. **Financial proposal evaluation:**   **Interested candidates shall maintain their financial proposal local currency.** The fee quoted by the individual during this application process shall remain as the ceiling fee during the long term agreement for 3 years and cannot be increased upwards for any offered individual assignment(s).  Financial proposal must be submitted using the below table:  Note: Offerors only need to provide price offer for their preferred services, for example, only for translation or interpretation services etc….   |  |  |  | | --- | --- | --- | | **Services:** | **Price offer in MNT** | | | Translation from English into Mongolian vice versa: 2200 character without space of the original document | **Regular** *(please refer to the deliverables and timeline section)* | **Urgent** *(please refer to the deliverables and timeline section)* | |  |  | | Simultaneous interpretation per hour: |  | | | Consecutive interpretation per hour: |  | |   **Interested candidates should submit the followings:**   * **A cover letter,** clearly identifying the areas of expertise mentioned under the experience section of the TOR; * **At least three** **samples of translation along with reference contacts to qualify for translators’ roster;** * **At least three professional references to qualify for interpreters’ roster;** * **Updated P11** and **Personal CV,** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate; * Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; * **Financial proposal: All-inclusive daily professional fee in MNT.**   **Note:** This call for experts is not linked to any other UNDP rosters or to a specific UNDP recruitment opportunity. Interested individual can submit the above documents to [bids.mn@undp.org](mailto:bids.mn@undp.org). |  |

ToR is Approved by:

Daniela Gasparikova,

Deputy Resident Representative,

UNDP Mongolia