



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 December 2012

Reference: LEB/CO IC/104/12

Country: Lebanon

Description of the assignment: Procurement of Individual Professional Translation Services on Framework basis to UNDP Lebanon Country Office and UNDP Lebanon Projects

Period of assignment/services: One year, renewed, at the sole option of the UNDP, on the same terms and conditions, for Two (2) additional periods of One (1) year each, upon an Annual Performance Appraisal of the services provided.

Proposals should be submitted to the below e-mail address no later than **Tuesday, 29 January 2013, 3:00 p.m., Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon
	Arab African International Bank Building
	Third Floor, Room # 310
	Riad El Solh Street, Nejmeh, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. 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.

Handwritten signature or mark.

1. BACKGROUND

In order to reach out to the larger audience and create an understanding of UNDP's mission and work in Lebanon, it is essential that all key documents should be translated into several languages

Objectives

- Enhance the understanding of UNDP's mission, goals and on-ground work
- Increase the readership of UNDP news and work

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

Translation requested from Arabic into English and vice versa, and from Arabic into French and vice versa.

Documents to be translated might vary between but not exclusive to:

- i. Speeches
- ii. Official letters
- iii. Project Document
- iv. Agreements/Contracts
- v. Presentations
- vi. Movie Scripts
- vii. Website content
- viii. Government decisions
- ix. Evaluation reports
- x. MOU
- xi. Reports
- xii. Annual Reports
- xiii. Flyers
- xiv. Brochures
- xv. Newsletters
- xvi. Talking points

For detailed information on translation's requirements and deliverables, please refer to Annex I- Terms of Reference.



3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Must have vast experience of translating documents for known organization in development sector
- Must have a strong communication, writing and translation skills
- Must qualify UNDP translation test
- Company must be familiar with UN Terminology, and UNDP 's in specific
- Ability to work under pressure and meet strict deadlines
- Ability to produce a high volume of quality content
- Experience with the UN system in general, with UNDP in particular, is preferable
- Ability to manage and leverage UN terminology
- Consistency of translation by using client terminology lists such as UNTERM database:
[http://157.150.197.21/dgaacs/unterm.nsf/0/\\$searchForm?SearchView&Seq=1](http://157.150.197.21/dgaacs/unterm.nsf/0/$searchForm?SearchView&Seq=1), or generating a list of in house terms approved by the client.
- Analyse documents prior to translation and extract commonly used terms that can be agreed on with clients
- Providing a translation service through commissioning, translation, review, project management and quality control, through to delivery.
- Ability to manage multiple assignments with competing deadlines.

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** they are the most suitable for the work
- (iii) Samples of translated works**, at least 3 samples, each for different language (Arabic/English/French) with a signed confirmation that these samples are of works prepared by the individual consultant.
- (iv) Provide a brief methodology** on how they will approach and conduct the work including the **Time for delivery of translated work** per UNDP request
- (v) Personal CV** including past experience in **similar projects** and at least **3 references**

5. FINANCIAL PROPOSAL

- **A Framework Agreement** (also known as Long-Term Agreement) with the Individual Consultant to provide services that are needed on an intermittent basis:

The financial proposal will specify the services fees based on word counts for documents up to 10 pages, and per page for documents above 10 pages (250 words per page)

The Long Term price arrangement is a non-exclusive arrangement and UNDP has the right to procure the same or similar services from other consultants at its sole discretion and as the situation may warrant.

The process of initiating the rendering of translation services within the period of the IC agreement will be upon UNDP issuance of requests/purchase orders to the Consultant from time to time during the term of this agreement, making reference to the agreement, and setting out the services required, place of delivery and other instructions.

Payments are made to the Individual Consultant upon submission of an invoice and translation deliverables to be approved by the UNDP requesting unit.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Annex 2.

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
• Education background		20
• Samples of translated work		30
• Experience in making high quality translations to/from in to Arabic, English and French.		20
• Experience in making translation for the UN		10
• Time for delivery of translated work		20
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

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**