

ANNEX I

Terms of Reference for translators at UNDP Lebanon

Background/Rationale

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

Scope of work:

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

Documents to be translated might vary within the below list, but not limited to:

- Speeches
- Official letters
- Project Document
- Agreements/Contracts
- Presentations
- Movie Scripts
- Website content
- Government decisions
- Evaluation reports
- MOU
- Reports
- Annual Reports
- Flyers
- Brochures
- Newsletters
- Talking points

Translation requirements:

- Timely and accurate translations of documents in to Arabic, English and or French



- Documents may include: texts, tables, boxes, photo captions, figures, charts and annexes
- Translation of document must include editing and proof reading
- Translation of some documents requesting some research work
- Translations submitted should be on Microsoft Word, unless requested otherwise
- Ability to produce a high volume of quality content

Deliverables:

- 24 to 48 hours for urgent small jobs (3 pages max)
- Provision period of other required translation services will be defined upon each UNDP's demand
- The workload might however be distributed unequally over time with more and less intense periods of work

Moreover, the Consultant is expected to consider that he/she will perform the needed work in his/her own premises, using his/her own property and technology, and hold direct responsibility for the quality of delivered outputs.

Required 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

Translation fees:

The unit price for the translation services will be based on word counts for documents up to 10 pages

And per page for documents above 10 pages (250 words per page)

Estimated requirements per year: 50 documents with an average up to 10 pages per document,

and 30 documents with an average above 10 pages per document;

although less may be needed.

Payment will be made against each translated document.

The proposed prices shall remain in effect for a period of three years from Entry into Force of the resulting Agreement.

Basis of Award

The Financial offer will be evaluated separately for the final decision before awarding the contract. It shall include the rate per word and the rush fee if applicable.

The Basis of Award will be to the candidate who meets the required qualifications and proposes the lowest fee per translated word.

UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for one year. The agreement may be renewed, at the sole option of the UNDP, on the same terms and conditions, for Two (2) additional periods of One (1) year each, by means of a written notification of such renewal by the UNDP to the Translator and upon an Annual Performance Appraisal of the services provided.

