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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 January 2013

Re-advertisement

Country: Home-based

Description of the assignment: Translation of Knowledge Products and Communication Material to French

Project name: Scaling-up the UNDP-UNEP Poverty-Environment Initiative

Period of assignment/services: One (1) year

Proposals should be submitted by email to facility.unpei@unpei.org no later than 01/02/2013

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The procurement team* will respond in writing or 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.

1. Background and Context

The UNDP-UNEP Poverty Environment Initiative (PEI) is a global UN-led programme that supports country-led efforts to mainstream poverty-environment linkages into national development planning.

The PEI provides financial and technical assistance to government partners to set up institutional and capacity strengthening programmes and carry out activities to address the particular poverty-environment context.

As part of this effort, PEI has produced various knowledge products and communication materials targeting national and global audiences and practitioners working on mainstreaming environment into national development planning and the implementation that follows. As a significant number of stakeholders are native French and Spanish speakers, there is a need to make these products available in French and Spanish.

Under the terms of this agreement, the Vendor agrees to provide the PEI with timely, professional-quality translations of knowledge products and communication material from

English into French.

2. Deliverables

I. Deliver to PEI the following Knowledge products translated from **English into French**:

- PEI 2012 Annual Progress Report
- Stories of Change
- PEI Handbook
- PEI Brochure
- Sub-Global Assessment Brochure
- Quarterly Newsletters

II. The estimated total number of words[1] to be translated by Vendor listed by product:

PEI 2012 Annual Progress Report	32,000 words
Stories of Change	13,000 words
PEI Handbook	49,000 words
PEI Brochure	1000 words
Sub-Global Assessment Briefing Note	4000 words
Newsletters *(quarterly)*	6400 words

III. The UNDP-UNEP PEI Programme Officer and Research Analyst will be responsible for quality control. The Vendor will liaise with them directly as needed.

Payment

UNDP is not obligated to provide any minimum amount of work to the Vendor. The Vendor will be contacted on as needed basis. The Vendor will invoice UNDP for the work performed at regular periods with the fees calculated by the number of words.

3. Requirements

Education:

- Bachelor's degree in literature or any other relevant field.

[1] *The number of words is an estimate – the fees will be calculated by number of words.*

Professional experience:

- Minimum five (5) years of experience with a proven track record in translating technical/policy documents preferably in the area of environment and/or development from English to French;
- Native in French and excellent knowledge of English with outstanding translation skills;
- Experience in translating UN documents and in providing translation services to the UN system
- Work experience with UNDP or UNEP in particular with PEI is desired
- Ability to work under pressure and meet strict deadlines.

4. Application Procedure

Qualified and interested candidates should submit the requested documents (see the procurement notice) in English:

1. **Personal CV and P11 form (attached as Annex 3)**, indicating all past experience from similar projects and at least three (3) professional references;
2. **A brief write up (max. 1 page)** of why the individual considers him/herself as the most suitable for the assignment;
3. **A financial Proposal** detailing the costs for translating 1000 words and rush fee for delivery within 2 days;
4. **A sample document recently translated from English to French.**

Items 2 & 3 must be completed in the attached Individual Consultant Proposal Template (Annex 4).

Interested applicants are required to submit their applications to the UNDP-UNEP Poverty Environment Facility (PEF) email: facility.unpei@unpei.org by 01/02/2013. Incomplete applications and/or applications received after the deadline shall not be taken into consideration.

Applications submitted should indicate in the subject line "**UNDP UNEP PEF-TRANSLATOR (ENGLISH TO FRENCH)**".

5. 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 weigh: 30

Only candidates obtaining a minimum of 49 points (=70%) of the maximum obtainable technical score of 70 points, would be considered for the Financial Evaluation. Individual consultants will be evaluated as outlined below:

Evaluation Criteria	***Weight***	***Max. Point***
Technical (70%)		
Criteria A- relevance of qualifications and specialized knowledge (25%)		
A-1 Bachelors degree in literature or any other related fields	*5%*	*5*
A-2 Excellent track record in translating technical/policy documents preferably in the area of environment and/or development from English to French.	*10%*	*10*
A-3 Native in French and excellent knowledge of English with outstanding translation skills	*10%*	*10*
Criteria B- Experience on similar programme / projects (25%)		
B- 1 Minimum 5 (five) years of translating experience	*5%*	*5*
B-2 Experience in translating UN documents and in providing translation services to the UN system	*10%*	*10*
B-3 Work experience with UNDP or UNEP in particular with PEI	*10%*	*10*
Criteria C- Review of the sample translated document submitted (20%)		
C-1 To be reviewed together with the CV/P11, in which the following aspects will be examined: language proficiency, communication and writing skills, high attention to detail and ability to work under tight deadlines.	*20%*	*20*
Financial Proposal	*30%*	*30*
Total	*100%*	*100*

ANNEXES

ANNEX 1- Terms of Reference

ANNEX 2- Individual Consultant general terms and conditions

ANNEX 3 – P11 FORM

ANNEX 4 - Individual Consultant Submission Template