



Terms of Reference

Translation of Knowledge Products and Communication Material to French

Re-advertisement

Location:	Home-based
Type of Contract:	Individual Contract
Post Level:	International Consultant
Application Deadline:	01 February 2013
Start date:	25 February 2013
Duration of Contract:	One (1) year

Background

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.



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 words¹ 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 (<i>quarterly</i>)	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.

Requirements and Experience:

Education:

- Bachelors 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.

Requirements:

Applicants are requested to attach a sample document which they have recently translated from English to French as an individual assignment.

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.

Qualified and interested candidates should send their applications by e-mail to facility.unpei@unpei.org attaching their CV/P11 form, cover note, financial proposal and a sample of the most recent translated document from English to French.

Criteria for evaluation of applications

Applicants will be evaluated based on the following technical criteria as well as their financial proposal:

- a. Relevance of qualifications and specialized knowledge
- b. Experience on similar programme / projects
- c. Review of the sample translated document submitted