

Terms of Reference (TOR)

LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF TRANSLATION/INTERPRETATION SERVICES TO FACILITATE THE IMPLEMENTATION OF UNDP PROGRAMME IN MYANMAR

A. Background and Purpose

The UNDP Programme is to support the Government of Myanmar in its objective to achieve democratic transformation and poverty reduction in the country. The programme aims to promote poverty reduction and sustainable development by strengthening institutional capacity of national and local government and non-state actors.

UNDP Myanmar in implementing its programme with strategic priorities of (1) Local governance development for poverty reduction, (2) disaster risk reduction and climate change, and (3) policy support for democratic governance. Currently UNDP is in the process of preparing its new Country Programme Document 2018-2022.

As a part of this work, there are planned missions by international experts, as well as organization of various events such as consultations, workshops with participation of national counterparts, donors and international organizations. In view of accommodating the interpretation and translation needs and of ensuring a quality dialogue involving two languages (English and Myanmar), UNDP Myanmar seeks to hire interpreter/translator for providing timely and qualitative interpretation/translation services. UNDP requires services of individual contractor(s) specializing in simultaneous and consecutive interpretation, translation services from English to Myanmar and/or vice versa, as well as proofreading/editing documents, reports.

B. Qualified consultant(s) may apply for all or any of the following services:

1. Simultaneous or consecutive interpretation services from Myanmar to English or vice versa during meeting, workshops, conferences and trainings.
2. Translation services including translation of documents, reports, presentations, manuals, documents, studies and reports from Myanmar to English or vice versa.

C. Scope of Work/Responsibilities

1. Interpretation Services

- Provide simultaneous/consecutive interpretation during steering committee meeting, technical working group meeting, workshops and trainings, conference, meeting between the international advisors/experts and national consultants as well as national counterparts
- Provide interpretation during official missions including field trips to project sites

2. Translation Services

- Translation from Myanmar to English and vice versa of various reports, documents, presentations, manuals; legislation, advocacy and information materials, documents of meeting of working groups, correspondence to the government, national counterparts and international partners
- Produce a 100% accurate translation of English text to Myanmar or vice versa

- Make necessary corrections for changes required by the organization and re-submitted correct text within agreed timeframe.

3. Proofreading

- Edit, check and correct for English to Myanmar translation work and vice versa
- Quality check and proofreading of translation ensuring no typos, errors in the final text
- Ensuring timely delivery of translated and edited materials
- Assure translation are correct and consistent in terms of completion, terminology usage, correct meaning, correct Myanmar Grammar and Spelling

4. Note Taking

- Take notes at meetings/conferences and provide meeting minutes/report in English

D. Contract Agreements

A Long-Term agreement (LTA) shall be signed between UNDP and the individual contractor.

For every on-call engagement, a work Order (raised by the requesting unit) or individual contract/PO (prepared by the procurement unit) shall be issued referring to the Long-Term Agreement attaching clear TOR/Milestones for each engagement for specific pieces of interpretation/translation work and specific payment schedule for each deliverable.

The requesting unit official shall directly supervise the individual contractor, and to whom he/she shall be directly responsible to, reporting to, seeking approval/acceptance of output from (unit head, output head or delegate unit/output staff).

The individual contractor shall have fully functional computer and email equipment of his/her own to perform the work/ assignment of UNDP.

The individual contractor shall accept assignments outside Yangon. On these occasions, the contractor shall be provided with travel to and from the UNDP office as per United Nations' normal travel arrangements. Mutually agreed allowances shall be paid for each night the individual contractor is required to stay away from his/ her residence. Accommodation in the location outside of the contractor's residence shall be sourced by the individual contractor and all costs be borne by the individual contractor. No travel may be undertaken by the individual contractor without a prior authorization from UNDP.

Depending on the market situation, if required, the individual contractor's fees shall be reviewed for adjustments after one year for UNDP's consideration.

E. Duration of Contract

The agreement will be 2 years with possible extension of another (1) year.

F. Qualifications and Experience

- University Bachelor Degree in English language and other relevant field (Master Degree in relevant field will have an advantage)

- Relevant experience with a proven record in providing interpretation/translation services from English to Myanmar and/or vice versa (letter of recommendations are to be attached in the proposal submission)
- Minimum two (2) years of progressively responsible interpretation work from English to Myanmar and vice versa with the government and/or international organizations such as the UN, INGOs and civil society
- Minimum two (2) years of experience in translation of official government/UN documents
- Knowledge in the following areas of study for specialized translation work:
 - Economics
 - Governance
 - Law
 - Public Administration/Public Sector Management
 - Social Cohesion and Peace Building
 - Environment Biodiversity and Climate Change
 - Disaster Risk Reduction
 - Gender
 - Human Rights
 - Health
- Ability to work under pressure and to meet strict deadlines
- Ability to produce a high volume of quality content
- Demonstrated willingness to work as part of a team in multicultural environment
- Hands-on experience with MS office including MS word, MS excel and MS PowerPoint

G. Language Requirement

The interpreter/translator shall be fluent in written and spoken English and Myanmar.

H. Scope of Price Proposal and Schedule of Payments

Fee proposal must be expressed as per the Financial Proposal – Breakdown of cost template attached.

I. Recommended Presentation of officer

Offers shall include the following documents:

- a. Duty accomplished Letter of Confirmation of interest and Availability using the template provide by UNDP
- b. Personnel CV or P11, indicating all past experiences from similar projects; as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references/letter of recommendations;
- c) brief description of why the individual considers him/herself as the most suitable for the assignment

Financial Proposal shall be as per the attached Pricelist template

If an offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under a Reimbursable Loan Agreement (RLA), the officer must indicate at this point, and ensure that all such cost are duly incorporated in the financial proposal submitted to UNDP

J. Evaluation Criteria

The interpreter/translator will be evaluated base of the cumulative analysis methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as

1. Responsive compliant acceptable
2. Having receive the highest score out of the below set of weighted technical and financial criteria.

*Technical Wight 70% and *Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 points in the technical evaluation shall be considered for the financial evaluation. The evaluation criteria that shall be as follow;

Criteria	Weight	Max Point
Technical	70%	100
Relevance of education degree (Bachelor degree 10 pts, Master's degree and above 15 pts)		15
2 years' relevant experience with a proven record in providing interpretation/ translation services from English to Myanmar and/or vice versa		25
Areas of study for specialized interpretation/ translation work (two areas 25 pts, 5tps shall be added for each additional area up to 15 pts)		40
Demonstrated work experience with international organization including the UN, UNDP and INGOS		10
Computer Skills (MS office Word, Excel, PowerPoint)		10
Financial	30%	100

This TOR is approved by;

Signature



Name and Designation Nasantuya Chuluun, Programme Support Team Leader

Date: