

Terms of Reference (ToR)

Long Term Agreement (LTA) for the provision of translation/interpretation services: English to Sgaw Karen and vice versa to UNDP Myanmar

A. Background and Purpose

The United Nations Development Programme (UNDP) in Myanmar works in two main areas:

- **Peace and governance:** sustaining peace through national reconciliation and building an effective democratic state; and
- **Planet and prosperity:** promoting inclusive, resilient and sustainable development and environmental management.

The Sustainable and Inclusive Growth Unit (SIG) works to promote inclusive, resilient and sustainable development and environmental management, implementing programmes and projects at the national, state/region, township and grassroots levels in Myanmar, and engages with a number of ethnic groups.

For effective communication and making project information and materials accessible in local/ethnic language, UNDP Myanmar plans to enter a Long Term Agreement (LTA) with a qualified translator/interpreter for providing timely and high-quality translation/interpretation services from English to Sgaw Karen and vice versa, as well as proofreading/editing documents and reports.

B. Qualified consultant(s) should be able to provide the following services:

1. Translation of documents, reports, presentations, manuals, documents, studies and reports from English to Sgaw Karen and vice versa.
2. Simultaneous/consecutive interpretation services from English to Sgaw Karen and vice versa during meeting, workshops, conferences, trainings, and discussions.
3. Proofreading: Edit, check and correct for English to Sgaw Karen translation work and vice versa
4. Note taking: Take notes at meetings/conferences and provide meeting minutes/report in English and Sgaw Karen.

C. Scope of Work/Responsibilities

1. Translation Services

- Translation from English to Sgaw Karen and vice versa of various reports, documents, presentations, manuals, legislation, advocacy and information materials, and correspondences, among others.

- Produce a 100% accurate translation of English to Sgaw Karen and vice versa.
- Make necessary corrections of changes required by the organization and re-submit revised documents within the agreed timeframe.

2. Interpretation Services

- Provide simultaneous/consecutive interpretation from English to Sgaw Karen and vice versa during meetings, technical discussions, workshops and trainings, conference, etc.
- Provide interpretation from English to Sgaw Karen and vice versa during official missions including field trips to project sites, training, workshop, information and knowledge sharing sessions.

3. Proofreading

- Check, correct and edit for English to Sgaw Karen translation work and vice versa.
- Quality check and proofreading of translation ensuring no typos, and errors in the final documents/reports.
- Ensure timely delivery of translated and edited materials.
- Assure translations are correct and consistent in terms of completion, terminology usage, and correct meaning in Sgaw Karen.

4. Note Taking

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

D. Contract Agreements

LTA shall be signed between UNDP and the individual contractor. Selected persons will be part of a roster of translators/interpreters who will be called upon as and when required by UNDP – at times on a short notice.

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 a clear ToR, milestones and timeline for each engagement of interpretation/translation work and payment schedule for each deliverable.

The requesting unit official shall directly supervise the individual contractor, and monitor the deliverables and payment.

The individual contractor shall have an active e-mail account and a fully functional computer of his/her own to perform the assignment.

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 area of 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 shall be undertaken by the individual contractor without a prior authorization from UNDP.

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

E. Duration of Contract

- The agreement will be for two years with possible extension of another one (1) year.

F. Qualifications and Experience

- Bachelor's degree in English language and other relevant fields (Environment, political science, human rights, etc. from a University with the primary medium of instruction in English).
- Sgaw Karen should be his/her mother tongue/first language.
- Certified proof of writing skills in Sgaw Karen.
- A minimum of two years' experience and proven track record in translation/interpretation of English to Sgaw Karen and vice versa (letter of recommendations to be attached in the proposal submission).
- Demonstrated work experience with international organization including the UN, UNDP and INGOs.
- Ability to work under pressure and to meet strict deadlines.
- Demonstrated willingness to work as part of a team in a multicultural environment.
- Hands-on experience with MS office including MS word, MS excel and MS PowerPoint.
- Computer typing skills for both English and Sgaw Karen.

G. Language Requirement

- The interpreter/translator shall be fluent in written and spoken English and Sgaw Karen.
- Sgaw Karen should be his/her mother tongue/first language.

H. Scope of Price Proposal and Schedule of Payments

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

I. Recommended Presentation of Offer

Offers shall include the following documents:

1. Duly completed Letter of Confirmation of interest and Availability using the template provide by UNDP.
2. Personal CV or P11, indicating all past experiences from similar works, as well as the contact details (email and telephone number), and at least three (3) professional references and relevant letter of recommendations.
3. Brief description of why the individual considers himself/herself as the most suitable candidate 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 offeror must indicate at this point, and ensure that all such cost is duly incorporated in the financial proposal submitted to UNDP

J. Evaluation Criteria

The interpreter/translator will be evaluated based 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 received the highest score out of the below set of weighted technical and financial criteria.

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

Only candidates obtaining a minimum of 70 points in the technical evaluation shall be considered for the financial evaluation. The evaluation criteria shall be as per the below:

Criteria	Weight	Max Point
Technical	70%	100
Relevance of educational qualification		25
Sgaw Karen is his/her mother tongue/first language, and certified proof of writing skills in Sgaw Karen		25
2 years' experience with a proven track record in providing interpretation/ translation services from English to Sgaw Karen and vice versa		20

Demonstrated work experience with international organization including the UN, UNDP and INGOS		10
Computer Typing skills (Sgaw Karen and English)		10
Computer Skills (MS office Word, Excel, PowerPoint)		10
Financial	30%	100

Shortlisted candidates may be invited for a written test and/ or oral interview if it is required for technical evaluation.