



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE – TRANSLATION SERVICES

Date: 18<sup>th</sup> April 2019

**Country:** Botswana

**Description of the assignment:** To engage a number of individual consultants (ICs) or companies to provide Translation Services (*languages required provided in the detailed TORs*) as and when required.

**Period of assignment/services:** Consultants will be pre-qualified and be engaged as and when there is a need for any of the above services in their area of expertise. UNDP will enter into long-term agreements (LTA) for a maximum period of 3 years with the selected/pre-qualified consultants.

**Submission Address:** Proposal should be submitted at the following address:

United Nations Development Programme, United Nations Building,  
Government Enclave, Cnr.Khama Crescent and President's drive,  
P.O Box 54, Gaborone, Botswana

or by email to [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

**Submission deadline:** May 9, 2019 12:00 Noon GMT+2hrs

**Detailed Terms of Reference:** Detailed Terms of Reference can be obtained at:

<http://procurement-notices.undp.org>

Any request for clarification must be sent in writing, or by standard electronic communication to the address indicated above OR be email to [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org). UNDP 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.

**NOTE:** Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. In this regard, the company by submitting a CV is bidding as an individual bidder rather than a company/firm. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

## 1. BACKGROUND

UNDP operates in more than 170 countries and territories around the world. UNDP offers global perspective and local insight to help empower lives and build resilient nations that can withstand crisis, and that drive and sustain growth that improves the quality of life for everyone.

In Botswana, the role of UNDP is shaped by the status of the country as an upper middle-income country. UNDP has been collaborating with the Government, civil society and the private sector to develop solutions to meet national and global development challenges. UNDP Botswana has active projects in the following areas;

- Economic Diversification and Inclusive Growth
- Environment and Climate Change
- Support to the fulfilment of human rights, access to justice and empowerment of youth and women

In pursuit to these project objectives, UNDP organises from time to time various events such as stakeholders consultation, workshops and/or capacity building sessions with participation of national counterparts, donors, CSO and other international organisations. In the spirit of leaving no one behind and ensuring inclusion, UNDP requires professional service providers for interpretation, translation for the languages stipulated (in the detailed TORs) for effective communication. Specific services required are translation and/or editing of documents from one language to the other (languages required provided in the detailed TORs) for a range of documents, regulations, guidelines, manuals, press releases, workshops, policies, strategies, templates, subtitles and training materials.

In light of the above, UNDP seeks to engage on a Long Term Agreement basis, a number of Individual Consultants to assist with translation services to and from languages specified in the TORs.

## 2. SCOPE OF WORK - TRANSLATION AND/OR EDITING OF DOCUMENTS FROM ONE LANGUAGE TO THE OTHER

### Objective

The purpose of this procurement exercise is to engage individual consultant (s) or a pool of consultants for translating/editing/proof-reading for a broad range of publications such as media, editorial and web content, statements, annual reports and other major detailed research reports. This work will include translation of documents and/or editing work already done from one language to the other. The languages required are provided below (C).

The specific tasks will be:

### A. Translation services Scope of Work

## Written Translation

The consultant is required to provide various translation (for languages indicated below **(C)** related services as follows:

- i) Translation, revision and proof-reading of UNDP publications (e.g. reports, policy briefs, technical guidelines, best practice documents, presentations). This includes text contained in figures, boxes, graphs, tables, photo captions, sources and other similar content;
- ii) Translation of materials for the UNDP website (e.g. web updates, general web content);
- iii) Translation of media materials (e.g. press releases, media advisories, fact sheets, frequently asked questions); and
- iv) Translation of meeting materials and other documents as required (e.g. invitations, agendas, forms, spreadsheets, general correspondence).

### 3. Expected translation/editing outputs and deliverables:

- i) Translators are expected to perform terminology research (i.e. on UNTERM and other relevant terminology portals), and consult UN style manuals to ensure the accuracy and appropriateness of all translations.
- ii) The TSP will be responsible for the delivery and receipt of work in electronic format (e.g. MS Office or Excel) and in a final form without subsequent revision required by another translator (i.e. self-editing).
- iii) Expected turnaround times for translations will vary based on the length, difficulty, format of the text, and urgency associated to the type of document.
- iv) Localize and adapt the content, address cultural differences and convert elements to local needs, such as units of measure, currencies, local formats for phone numbers, addresses, dates, hours, etc.
- v) In revising and proof-reading, the translator must correct the translation against the source document, and provide a final check of text for typos, spelling, grammar, punctuation and spacing of the translation.
- vi) Ensure consistency of tone, syntax and style, and that the content no longer reads like a translation but reads as if it was originally crafted in the target language.
- vii) Look critically at the translation and refine the translated text by incorporating preferred glossary terminology and the style specifications.
- viii) Retain and develop knowledge on specialist areas, including but not limited to sustainable development, poverty, governance, resilience, environment, energy and gender.
- ix) Use appropriate software for translation consistency, presentation and delivery.
- x) Proofreading of final page layouts, if needed.
- xi) The edited translation has to be delivered in MS Word, PowerPoint, or Excel files, as required, with track changes and following the formatting of the original document as needed.

Note: Consultants would be responsible for ensuring top quality and accuracy of the entire document before submitting it back to UNDP

**C. Language services required for (Please select the one you are interested in)**

Area of Expertise 1: English to Setswana & Setswana to English

Area of Expertise 2: English to Portuguese & Portuguese to English

Area of Expertise 3: English to French and French to English

Area of Expertise 4: English Spanish and Spanish to English

**D. Duration of the Long Term Agreement( LTA)**

The duration of the contract will be one (1) year with a possibility of an extension based on satisfactory performance. The maximum duration will be 3 years. UNDP reserves the right to rescind this agreement due to unsatisfactory performance by the consultant.

**E. Contractual Agreements**

Consultants will be pre-qualified and UNDP will enter into Long Term Agreements with selected/successful consultants for a maximum period of 3 years. Consultants will then be engaged to provide services as and when there is a need for any of the above services in their area of expertise.

A LTA does not form a financial obligation or commitment on the part of UNDP and such an agreement is non-exclusive. Pre-qualified consultants will be engaged on an 'as needed' basis, that is, a specific need arises, Individual Contractor(s) will be approached and be provided with a specific TOR and deliverables (and time frame) but still within the scope of the responsibilities stated in the LTA. Individual Consultant(s) will be expected to provide confirmation of interest on the specific services required at the agreed LTA financial proposal rates.

UNDP reserves the right to rescind this agreement at any point due to unsatisfactory performance of the consultant/s.

The duration of each assignment will be agreed upon with the UNDP Project Manager, taking into account the urgency, complexity and length of the translation.

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

## Competencies

### Languages

- Fluency in the language selected (English, French, Portuguese, Spanish and Setswana), which must be the consultant's main language.
- Excellent reading, writing, translation, editing, revision and proofreading skills in language area selected/bidding for.

### Computer skills

- Knowledge of MS Office, Excel, Power Point, Adobe Reader and terminology portals;
- Knowledge of standard computer-assisted-translation (CAT) tools is an asset.

### Client Orientation and Communication

- Good interpersonal and networking skills, demonstrated willingness to work as part of a team, ability to establish and maintain effective working relations, supports and encourages open remote communication, and facilitates team work.

### Academic Qualifications:

- BA in translation, writing, communications, journalism, international relations or related fields and/or a minimum of 10 years of progressive translation/editing experience.
- Master's degree in translation or related fields is an added advantage.
- Language Certification from the UN (Language Competitive Examination (LCE) and/or member of a registered Translators Association (TA), for example, the Société française des traducteurs (SFT), or of other accredited professional language institutions is considered an asset.
- Provide names and contact information for three (3) current references (include email address)

### Years of experience:

At least 5 years experience in provision of translation services.

### Competencies:

- Outstanding translation and editing skills in the listed languages.
- Demonstrated past experience on translating ( Setswana, English, Portuguese and French).
- Ability to produce a high volume of quality content within strict timeframes;
- Attention to detail;
- Proficient in Microsoft word, Adobe, Powerpoint.

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications, experience and competencies:

- Motivational letter explaining why they are the most suitable for the work.
- Financial proposal
- Personal CV including past experience in similar assignment and at least 3 references with full contacts

- iv. Samples of previous similar work as listed under the evaluation criteria (sole work of the consultant).

## 5. FINANCIAL PROPOSAL

### Contracts based on daily fee

The Price Schedule *must* provide a cost breakdown as detailed below. Provide separate figures for each functional grouping or category. The financial proposal shall specify the daily fee and /or hourly rates for translating editing and proof reading.

Primary services: Description of activity/item		Cost (USD/BWP)
i.	Minimum job/flat rate	
ii.	Translation rate per 1000 words of source text*	
iii.	Editing (revision of translated text) rate per hour/word	
iv.	Proofing rate per hour/word	

Urgent translation fee		%
i.	Urgent translation fee is percentage to be added on the regular rate(s) for delivery in less than 12 hours, if output required is less than 3000 words.	

### **Note: Travel**

This consultancy is home based and no travel costs are envisaged. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

A two stage procedure is utilized in evaluating the proposals with evaluation of the technical proposal being completed prior to the financial. The technical proposal is evaluated on the basis of its responsiveness to the TORs.

Number	Criteria	Weight	Description
1	Experience	35%	The consultant should have a minimum of five (5) years of experience in technical translation in multiple sectors and various clients. <b>For this purpose please provide at least 3 assignments and</b>

			<p><b>contacts that you have done work for over the last 5 years (15 points)</b></p> <p>Expertise with translation of texts on Governance &amp; Human Rights, Climate Change, Energy and Environment; Poverty, Economic Development and/or economic issues or any human development related fields would be an asset. <b>For this purpose, please provide in detail your area of expertise and related work you have done (15 points)</b></p> <p>Familiarity with the format and style used by the United Nations or experience in translations for intergovernmental organizations and/or governments will be asset, but not a disqualifier. <b>For this purpose please provide assignments/work done in relation to translation for the UN/International Organisations, Government and or CSO (5 points)</b></p> <p><b><u>Total obtainable points 35</u></b></p>
2	Certification	20%	<p>Certificates, from recognised international standard(s) setting organisations such as ISO, EN 15038; ISO9001-2008; ASTM F2575-06 ...<b>(5 points)</b></p> <p>Consultant to provide current, up to date proof of membership with at least one of the entities or a similar or equivalent organization listed below: -</p> <ul style="list-style-type: none"> <li>• International Federation of Translators</li> <li>• International Association of Professional Translators and Interpreters</li> <li>• International Association for Translation and Intercultural Studies</li> <li>• Translators Without Borders</li> <li>• European Society for Translation Studies</li> <li>• International Association of Conference Translators (AITC) or a similar, internationally recognised certification entity</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Any relevant (translation/interpretation/editing) membership/certification...<b>(10 points)</b></li> </ul>

			Presentation of CVs or profiles of Consultant <b>(5%)</b> <b><u>Total Obtainable points 20</u></b>
3	Methodology Workflow and quality assurance	45%	Outline of efficient workflow and steps of the translation and/or editing <b>(15 points)</b>  Quality control process and/or arrangements to be used to ensure that UNDP gets professional/acceptable translation services from submission of a document to delivery of the final product to the client. <b>(25 points)</b>  Provide information on specifications of translation software tools if used, and how such software is deployed <b>(5 points)</b>  <b><u>Total obtainable points 45</u></b>

Technical proposals that score at least 70 points out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.

### Evaluation of Financial Proposal

The financial proposal of all proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$ , in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

### Consolidated evaluation

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.70, and  
P = 0.30

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:

$S = St \times T\% + Sf \times P\%$ .





The individuals achieving the highest combined technical and financial score will be invited for contract negotiations.

**Award**

The Award will be made to the responsive proposer which achieves the highest combined technical and financial score, following negotiation of an acceptable contract. UNDP reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements.