

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 28, 2019

Post Title:	Individual Contract (IC) – Translator
Starting Date:	No later than 30 September 2019
Duration:	64 working days over a period of 6 months
Location:	Home-based
Project:	Arab Knowledge Project (AKP)
National or International consultancy	International Consultant
Requisition Number:	

CONTEXT/BACKGROUND

The Arab Knowledge Project (AKP) is a partnership between UNDP and the Mohammed Bin Rashid Al Maktoum Knowledge Foundation (MBRF). Originally established in 2007, the partnership resulted in the production of a series of reports known as the *Arab Knowledge Reports*¹ that document key challenges and opportunities to building effective knowledge-based societies in Arab countries, with a particular focus on youth and skills development.

Aiming to widen the partnership's scope of impact and reach, as well as support the achievement of the Sustainable Development Goals (SDGs) adopted globally in 2015, UNDP and MBRF reinforced their strategic collaboration for five additional years (2016-2020). In this new phase, AKP launched the Arab Knowledge Index (AKI) to assess the state of knowledge acquisition, dissemination and production across the Arab region. The index is designed to cover the most important pillars of development reliant on knowledge: Pre-university education, higher education, technical and vocational education and training (TVET); information and communications technology (ICT); economy, and research, development and innovation (RDI), in addition to the enabling environments. It builds on data obtained from globally-recognized institutions including UNESCO, World Bank, OECD, ILO, World Economic Forum, International Telecommunication Union (ITU) and IEA Data Processing and Research Center, while taking into consideration the specific socio-cultural context, needs and challenges of the Arab region. AKP has also developed Knowledge4all digital portal, which contains the previous Arab Knowledge

¹ AKR 2009: "Towards Productive Intercommunication for Knowledge"; AKR 2010/2011: "Building Future Generations for Knowledge Society"; AKR 2014: "Youth and Localisation of Knowledge."

Reports, the Arab Knowledge Index in its two versions and the Arab Reading Index; and **K4all** mobile application to provide easily accessible data on knowledge within a development framework.

Throughout 2019, AKP has been preparing to produce the **Knowledge Index**, which is a global measure of knowledge accumulation and production covering more than 140 countries internationally. The Knowledge Index was launched in its Arabic and English versions in November 2017 during the fourth Knowledge Summit organized by MBRF in Dubai.

Also, the **Future of Knowledge Report 2019** will be released during the sixth edition of the Knowledge Summit in November 2019. AKP is in the process of drafting the said report to present relevant technical notes, as well as the country profiles. The Future of Knowledge Report 2019 is being drafted in English, will be translated into Arabic and will consist of sections on artificial intelligence, biotechnology, blockchain, cybersecurity and future skills. The report is not expected to exceed 75,000 words (including the Forwards, Table of Contents, References and Annexes). As for the content related to the Global Knowledge Index 2019 that needs to be translated into English, it is expected not to exceed 5,000 words.

To this end, UNDP is seeking consultancy services for **translating** the English version of the Future of Knowledge report into Arabic, in addition to translating content related to the Global Knowledge Index which is originally in Arabic as well as proofreading the final text to ensure a coherent narrative. Qualified consultants will have experience working with similar projects with international organizations (preferably United Nations)

SCOPE OF WORK

Under the general guidance of the AKP's Chief Technical Advisor and in close coordination with the AKP team, the consultant's responsibilities are to:

- 1- Translating the Future of Knowledge Report from English into Arabic:
 - a. Ensuring the publication is produced with clear and accessible language;
 - b. Ensuring charts, graphs and figures are properly redesigned to Arabic;
 - c. Adequate translation of the terminology;
 - d. Maintain the spirit of the original document in Arabic and in English.

EXPECTED OUTPUTS AND DELIVERABLES

The Consultant will work with the AKP team under an agreed timeline and workplan based on the following deliverables, noting that the final number of words is dependent on the final word count of the Future of Knowledge Report (maximum 75,000 words to be translated from English to Arabic and 5,000 to be translated from Arabic to English).

Outputs / Deliverables	Expected number of working days for each deliverable	Approvals
Output 1: Translate 5,000 words of the Future of Knowledge Report (Part 1) from English to Arabic	4 working days from contract signature date	Hany Torky, Chief Technical Advisor, Arab Knowledge Project

<u>Output 2:</u> Translate 5,000 words of the Future of Knowledge Report (Part 2) from English to Arabic	4 working days after the successful delivery of output 1	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 3:</u> Translate 5,000 words of the Future of Knowledge Report (Part 3) from English to Arabic	4 working days after the successful delivery of output 2	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 4:</u> Translate 5,000 words of the Future of Knowledge Report (Part 4) from English to Arabic	4 working days after the successful delivery of output 3	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 5:</u> Translate 5,000 words of the Future of Knowledge Report (Part 5) from English to Arabic	4 working days after the successful delivery of output 4	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 6:</u> Translate 5,000 words of the Future of Knowledge Report (Part 6) from English to Arabic	4 working days after the successful delivery of output 5	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 7:</u> Translate 5,000 words of the Future of Knowledge Report (Part 7) from English to Arabic	4 working days after the successful delivery of output 6	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 8:</u> Translate 5,000 words of the Future of Knowledge Report (Part 8) from English to Arabic	4 working days after the successful delivery of output 7	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 9:</u> Translate 5,000 words of the Future of Knowledge Report (Part 9) from English to Arabic	4 working days after the successful delivery of output 8	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 10:</u> Translate 5,000 words of the Future of Knowledge Report (Part 10) from English to Arabic	4 working days after the successful delivery of output 9	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 11:</u> Translate 5,000 words of the Future of Knowledge Report (Part 11) from English to Arabic	4 working days after the successful delivery of output 10	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 12:</u> Translate 5,000 words of the Future of Knowledge Report (Part 12) from English to Arabic	4 working days after the successful delivery of output 11	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 13:</u> Translate 5,000 words of the Future of Knowledge Report (Part 13) from English to Arabic	4 working days after the successful delivery of output 12	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
<u>Output 14:</u> Translate 5,000 words of the Future of Knowledge Report (Part 14) from English to Arabic	4 working days after the successful delivery of output 13	Hany Torky, Chief Technical Advisor, Arab Knowledge Project

Output 15: Translate 5,000 words of the Future of Knowledge Report (Part 15) from English to Arabic	4 working days after the successful delivery of output 14	Hany Torky, Chief Technical Advisor, Arab Knowledge Project
Output 16: Translate 5,000 words of the Global Knowledge Index from Arabic to English	4 working days after the successful delivery of output 15	Hany Torky, Chief Technical Advisor, Arab Knowledge Project

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the direct supervision of the Chief Technical Advisor (CTA) of the Arab Knowledge Project (AKP) regional project. The supervision will include approvals/acceptance of the outputs as identified in the previous section;
- S/he shall demonstrate the financial capability to conduct the study through presentation of records of financial statements of the last three years from the date of the submission of the bidding proposal.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues, as required;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment in order to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

The expected duration of the assignment is expected to be up to 64 working days over a period of 6 months from contract signature date.

DUTY STATION AND TRAVEL PLAN

This is a home-based assignment.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic qualification:

- Bachelor's degree in English or Comparative literature, Foreign Languages, or any other relevant field;

II. Work Experience:

- At least 8 years of experience in professional translating from English to Arabic, including translation of international development reports or relevant materials;
- Previous experience with UN style and understanding of publication requirements is a must;

- Experience in editing HDRs, and other flagship reports of international organizations (UN, World Bank, etc.);
- Proven relevant experience working within the Arab region.

III. Language Requirements

- Language proficiency in both written and oral English and Arabic is required.

IV. Key Competencies

- *Corporate*
 - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
 - Promotes the vision, mission and strategic goals of UNDP;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- *Functional*
 - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
 - Strong analytical and synthesis skills;
 - Ability to work independently and achieve quality results with limited supervision and within tight schedules;
 - Strong quantitative and qualitative research skills;
 - Experience in reports production;
 - Ability to write in a clear and concise manner;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
 - Excellent computer skills especially Word, Excel and Power Point.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- *Leadership*
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Milestone	Estimated due date	Payment
Following the successful delivery of outputs 1, 2, 3 and 4	16 working days from contract signature date	Up to 25% of total contract amount
Following the successful delivery of outputs 5, 6, 7 and 8	16 working days after the successful delivery of output 4	Up to 25% of total contract amount
Following the successful delivery of outputs 9, 10, 11 and 12	16 working days after the successful delivery of output 8	Up to 25% of total contract amount
Following the successful delivery of outputs 13, 14, 15 and 16	16 working days after the successful delivery of output 12	Up to 25% of total contract amount

Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Two previous samples of similar work:** to demonstrate the individual's competencies to undertake this assignment;
- Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. 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 Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit above documents to the Job Advertisement Website:

https://jobs.undp.org/cj_view_jobs.cfm as one document not later than 7th September 2019.

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notice.undp.org/>

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Bachelor's degree in English or Comparative literature, Foreign Languages, or any other relevant field
- At least 8 years of experience in professional translating from English to Arabic, including translation of international development reports or relevant materials.
- Language proficiency in both written and oral English and Arabic are required;

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

Technical evaluation Criteria max 100 points (Weighted 70):

- Previous experience with UN style and understanding of publication requirements (25 points);
- Experience in editing HDRs, and other flagship reports of international organizations (UN, World Bank, etc.); (25 points);
- Proven relevant experience working within the Arab region (20 points);
- **Two previous samples of similar work:** to demonstrate the individual's competencies to undertake this assignment (30 points);

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step II: Final evaluation

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.