

Annex 1

Terms of Reference

Translation, Interpretation and Proofreading/Editing Services

I. Background

UNDP operates in Cyprus through a Project Management Office (PMO) largely funded by the European Union, in support of the ongoing peace and confidence building process. Through cultural heritage conservation projects, community engagement initiatives, support to the Committee on Missing Persons, and large infrastructure and urban upgrading projects, UNDP implements initiatives that encourage dialogue and cooperation between the communities of Cyprus.

UNDP and the EU have been working together since 2001 through the UNDP with the DG Enlargement first, and as of 2006 with the Task Force for the Turkish Cypriot Community. UNDP has been instrumental in supporting and facilitating the implementation of objectives of the Task Force for the Turkish Cypriot Community for bi-communal and co-funded initiatives. UNDP provides expertise and technical support to ensure a smooth implementation of its partners' priorities.

Within this context, UNDP is seeking to engage a company/service provider for provision of professional translation, interpretation and proofreading / editing services on an as-needed basis.

The companies/service providers' tasks will be delivering the below description of requirements, in various types/subjects such as art catalogues, educational books, website content, reports, press releases, etc. For written translation assignments, the service providers are expected to use their own necessary equipment, whereas equipment required for simultaneous translation will be provided by UNDP.

II. Description of Requirements

Under the supervision of the Programme and Communications Analyst, the service provider will be requested to deliver the below services:

1. Translation Services (English to Greek, Greek to English, English to Turkish, Turkish to English)

- Produce 100% accurate translation of various documents, speeches, talking points, presentations, brochures, fact sheets, reports, website content, press releases, etc. as assigned by UNDP;
- Use the appropriate terminology considering the style and nuances of the original text. Areas frequently covered by such documents include cultural heritage, art, history, conservation/restoration, educational material, peace and confidence building, architectural texts, technical texts, environment, legal, PR and Business texts, etc.;
- Quality check and proofreading of translation ensuring no typographical errors in the final text;
- Ensure timely delivery of translated materials;

- Make necessary corrections or changes required by UNDP or its partners and re-submit corrected text within the agreed timeframe;
- Deliver the translated documents as per the plan developed by the of the Programme and Communications Analyst, as per each specific assignment.

2. Consecutive Interpretation Services (English to Greek, Greek to English, English to Turkish, Turkish to English)

- Provide consecutive interpretation during project events (ceremonies, workshops, trainings, conferences, informative community events, etc.) and meetings (technical working groups meetings, meetings between international advisors/experts or UNDP representatives and local counterparts, etc.);

3. Simultaneous Interpretation Services (English to Greek, Greek to English, English to Turkish, Turkish to English)

- Provide simultaneous interpretation during project events (ceremonies, workshops, trainings, conferences, informative community events, etc.) and meetings (technical working groups meetings, meetings between international advisors/experts or UNDP representatives and local counterparts, etc.).
- A team of two translators must be present at each event.

4. Proofreading / Editing (English, Greek and Turkish)

- Review and edit texts written in English, Turkish and Greek;
- Assure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage;
- Assure that texts meet high quality standards, are error free and will not need further editing after completion of translation.
- Deliver the edited documents as per the plan developed by the of the Programme and Communications Analyst, as per each specific assignment.

Translator(s), Interpreter(s) and Proofreader(s) / Editor (s) :

The list of translators, interpreters and other team members and their CVs must be provided as per the requirements of this RFQ. The company must have at least 2 qualified full-time translators / interpreters in the team proposed.

Subcontracting (if any): The offeror shall not sub-contract more than 50% of the work assigned. Please see the subcontracting clause in Annex 3 – Contract Conditions.

III. Outputs/Deliverables

Translation, interpretation and editing services relating to UNDP programme activities will be required (as per the table below) on as need basis.

Description of Requirements	Language	Quantity (words)
Translation	English to Turkish	62,500
	Turkish to English	62,500
	English to Greek	62,500
	Greek to English	62,500
Proofreading	Greek texts	25,000
	Turkish texts	25,000
	English texts	25,000
Description of Requirements	Language	number of events
Consecutive Interpretation (up to 4 hours/half day)	English to Turkish / Turkish to English	4
	English to Greek / Greek to English	4
Consecutive Interpretation (up to 8 hours/full day)	English to Turkish / Turkish to English	2
	English to Greek / Greek to English	2
Simultaneous Interpretation (up to 4 hours/half day)	English to Turkish / Turkish to English	4
	English to Greek / Greek to English	4
Simultaneous Interpretation (up to 8 hours/full day)	English to Turkish / Turkish to English	2
	English to Greek / Greek to English	2

* one page will be considered/calculated as 250 words.

A half day is considered as 4 hours or less. Minimum 2 interpreters will be required for each event.

Subcontractors (if any): The offeror shall not sub-contract more than 50% of the work assigned. Please see the subcontracting clause in Annex 3 – Contract Conditions.