



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference No.: UNDP/PN/60/2014

Date: 16 December 2014

Country: Nepal

Description of the assignment: Translate/Interpret from Nepali to English and English to Nepali during meetings, training, conferences and workshops.

Period of assignment/services (if applicable): Period of assignment/services (if applicable): The duration of the Long Term Assignment (LTA) is from **01 January 2015 to 31 December 2017** with estimated input of **300 consulting days per person**. Upon signing of an LTA, a separate Individual consultancy contract will be signed for each assignment during the LTA period on “as and when requested” basis.

No. of Consultants Required: Multiple

Duty Station: Kathmandu and Project Districts

Expected Places of Travel (if applicable) : Field locations as needed.

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/60/2014 – Interpreter for UNDP and its projects, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **24 December 2014**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or to the e-mail address registry.np@undp.org . The procurement unit 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.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)

Please submit your application to the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

- Bachelors Degree in English, Economics, Peace and Conflict Studies, Human Right, Law and Journalism or any other field.
- Minimum 5 years of working experience in the relevant field as interpreter/translator, researcher, editor, report writing professional
- Proven experience of doing simultaneous interpretation in trainings and workshops
- Familiar with the current political and peace related terminologies and discourse

II. Language Requirement:

- Proficiency in spoken and written Nepali and English is a must.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and P11 template annexed to this letter. Financial proposal indicating daily rate. DSA and travel cost will be borne by UNDP for field missions, if any.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant. However, applicants can send enquiry to registry.np@undp.org for status of the application.

TERMS OF REFERENCE



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I. Consultancy Information

Title: Simultaneous Translators/Interpreters

No. of Consultants Required: Multiple

Reports to: Programme/Project Manager

Duty Station: Kathmandu and Project Districts

Expected Places of Travel (if applicable): Field locations as needed.

Duration of Assignment: Three years starting 1 January 2015 (This LTA can cover estimated input of 300 days a person over the period of 3 years). Specific numbers of billable days will be detailed in individual contracts that will be framed under provisions of the LTA.

☐ partial (explain)

☒ intermittent (explain)

The services of Interpreters are required only during trainings and workshops, which by nature is intermittent

PROVISION OF SUPPORT SERVICES:

Office space Yes ☐ No *

Equipment (laptop etc) Yes ☐ No *

Secretarial Services Yes ☐ No *

☐ intermittent (explain)

II. Background Information

As part of its programme and project activities, UNDP Nepal engages quite a few consultant translators and interpreters annually to support conferences and workshops and field missions involving monitoring, evaluation and other assessment support. To be able to quickly dispatch consultants in case of the need, UNDP Nepal seeks to establish long term agreements (LTAs) with

experienced consultants capable of simultaneous translation and interpretation in both Nepali and English language.

III. Objectives of Assignment

The objective is to support programmatic activities through provision of simultaneous translation and interpretation services.

IV. Scope of work Expected Results/Deliverables/Final Products Expected

Simultaneous interpretation (Nepali-English and English-Nepal) to support meetings, conferences and workshops, training, dialogue and other programmatic activities. On the basis of requests for such services by the UNDP Country Office and its programme and project offices, the consultants with an LTA with UNDP shall be engaged as needed - under the Individual Contract (IC) modality - within the Kathmandu Valley and in other districts covering all five development regions in Nepal.

V. Qualifications & Experience

Education:	Bachelors Degree in English, Economics, Peace and Conflict Studies, Human Right, Law and Journalism or any other field
Experience:	<ul style="list-style-type: none">• Minimum 5 years of working experience in the relevant field as interpreter/translator, researcher, editor, report writing professional• Proven experience of doing simultaneous interpretation in trainings and workshops
Language Requirements:	Proficient in English and Nepali language, spoken and written

- DSA and travel cost will be borne by UNDP for field missions, if any.