

TERMS OF REFERENCE FOR HIRING A CIMP TRANSLATOR

A. Project Title:

ENHANCING RESILIENCE OF COASTAL COMMUNITIES OF SAMOA TO CLIMATE CHANGE

B. Project Description or Context and Background:

The project “Enhancing Resilience of Coastal Communities of Samoa to Climate Change” (ERCC) financed by the Adaptation Fund (AF) and supported by UNDP is managed by the Government of Samoa through the Planning and Urban Management Agency (PUMA) of the Ministry of Natural Resources and Environment (MNRE).

Overall, the project will reduce the vulnerability of Samoa’s population and natural environment to climate risks, and enhance the capacity of natural systems and coastal communities to recover from impacts (chronic and acute) associated with climate change and extreme weather events.

The Adaptation Fund (AF) project supported by UNDP intends to strengthen the ability of Samoan communities and the public service to make informed decisions and manage likely climate change driven pressures in a pro-active, integrated and strategic manner. This can be achieved through reduction in vulnerability to adverse impact of climate change; and increase in the adaptive capacity to respond to the impacts of climate change. The programme will support the review of the CIM Strategy to address climate related risks and ridge to reef, ecosystem based approach to adaptation. In addition, it provides resources to review and implement the approved Community Integrated Management (CIM) Plans on the ground as a practical community-based response to adaptation. The programme will enable the necessary technical and financial resources for this to be used in a programmatic manner which when combined with the parallel complementary works undertaken through the CRIP/PPCR project will result in a “whole of country” adaptation response for coastal management at the nationwide scale. The implementation of appropriate responses to include community-based projects will be supported by the programme through site-specific design of adaptation interventions and active community engagement in the process. The AF will be focusing on the review, update and implementation of CIM Plans priorities in the 25 districts not covered by the ECR (PPCR funded project).

The objectives of the Samoan Translator is to;

- Provide translation services for 25 Districts and 139 villages which are currently being updated as part of the AF-Samoa Project implemented by the Ministry of Natural Resources and Environment.

• Scope of Work:

The duties of the Samoan Translator will include, but are not limited to:

- Carry out the timely translation of all 25 districts CIM plans from English to Samoan language once they have been reviewed and updated;
- Ensure documents are translated to capture the true meaning of each sentence and not its literal meaning;
- Ensure the translated CIM Plans are circulated to members of the Planning Committee one week in advance of special meetings that will be called to review the updated CIM Plans
- Coordinate inputs received from all relevant stakeholders on the translated CIM Plans and make the necessary amendments;
- Implementation of translation work to be guided by the CIM Plan review and update work plan (lead by the CRTL) which has an indicative implementation timeframe commencing June 2016 and ending July 2017;
- Ensure translated CIM Plans have these formatting settings- *'Book Antiqua' font theme, Font size of 10.5,*
- Undertake the translation work under the guidance of the ACEO PUMA and the CIMP Review Team Leader;
- Any other duties requested by the ACEO PUMA & CIMP Review Team Leader required to achieve the objective of this assignment.

• **Expected Outcomes and Deliverables:**

Specific deliverables are:

- Produce translated CIM Plans for 25 districts and 139 villages (to include feedback from all relevant stakeholders and peer review members);
- Consolidate the list of glossary in all CIM plans translated in Samoa into one document for future use by MNRE and all government implementing agencies to form the basis for Samoan words used to explain in the local language environmental and climate change concepts.

C. Institutional Arrangement:

The hired consultant can be home-based and report to PUMA- MNRE twice a week in the course of the assignment and will be responsible to the CEO, MNRE (through the ACEO PUMA) and will work closely with the CIMP Review Team Leader (team of specialists and MNRE PUMA staff) under this project. Reports and documentation will be shared with the ACEO-PUMA & Project staff and CIMP Review Team

in a timely manner, with copy to the UNDP MCO Programme Officer for the project.

D. Duration of the Work:

The estimated number of working days is 170 days and may be subject to change based on the development and progress of the project.

E. Duty Station:

Planning and Urban Management Agency, Ministry of Natural Resources and Environment Apia Samoa.

F. Competencies:

Corporate Competencies:

- Demonstrates commitment to the Gov. of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

Qualifications of the Successful Contractor:

- Master of Arts degree with a focus on linguistics and evidence of national documents translated is an advantage;
- At least 5 years of relevant experience in translation of national documents and materials from English to the Samoan language. Consistency is important in the use of the Samoan words;
- Working knowledge of adaptation to climate change and disaster risk management aspects in Samoa and/or the Pacific Region.
- Proven experience in working in close coordination with Government agencies, civil society, private sector, communities and development agencies;
- Excellent communication and interpersonal skills with the ability to work well with others with diverse background;
- Very good command in both Samoan & English and excellent writing skills with the ability to translate national documents that are clear and concise.

Evaluation criteria: 70% Technical, 30% Financial combined weight

Technical Evaluation Criteria (based on the information provided in the CV and relevant documents must

be submitted as evidence to support possession of the below required criteria.

- Master of Arts degree with a focus on linguistics and evidence of national documents translated is an advantage; (20%)
- At least 5 years of relevant experience in translation of national documents and materials from English to the Samoan language. Consistency is important in the use of the Samoan words; (30%)
- Working knowledge of adaptation to climate change and disaster risk management aspects in Samoa and/or the Pacific Region. (15%)
- Proven experience in working in close coordination with Government agencies, civil society, private sector, communities and development agencies; (15%)
- Excellent communication and interpersonal skills with the ability to work well with others with diverse background; (10%)
- Very good command in both Samoan & English and excellent writing skills with the ability to translate national documents that are clear and concise. (10%)
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G. Scope of Bid Price & Deliverables:

DELIVERABLES	DUE DATE %	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon submission and approval by the MNRE and UNDP of the first lot of 5 districts translated CIM Plans	31 October 2016, 20%	
Upon submission and approval by the MNRE and UNDP of the second lot of 5 districts translated CIM Plans	15 December 2016, 20%	
Upon submission and approval by the MNRE and UNDP of the third lot of 5 districts translated CIM Plans	31 March 2017, 20%	
Upon submission and approval by the MNRE and UNDP of the fourth lot of 5 districts translated CIM Plans	30 June 2017, 20%	
Upon submission and approval by the MNRE and UNDP of the fifth lot of 5 districts translated CIM Plans	30 September 2017, 20%	
Upon submission and approval by the		

MNRE and UNDP of a consolidated CIM Plan Glossary		
Total Working Days (170)		100%

H. Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **7 October 2016** electronically via email: procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV or P11 form** addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any
- **Letter of interest and availability specifying the available date to start and other details**

Queries about the consultancy can be directed to the UNDP Procurement Unit
procurement.ws@undp.org