

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05 April 2020

Post Title:	Consultancy – Translator/Interpreter
National or International Consultants:	National
Duration:	Eight Months
Location:	Riyadh, Saudi Arabia
Project:	UNDP Country Office in Saudi Arabia (UNDP CO)
Note	This consultancy assignment intends to provide support to translation needs for the UNDP Country Office in Saudi Arabia (UNDP CO). The translation needs span across website content, brief documents, thematic discussion papers and reports. Additionally, there is an occasional need for interpretation services during conferences and workshops.

CONTEXT/BACKGROUND: The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.¹

The primary role of UNDP is to support country-led efforts to achieve the Sustainable Development Goals (SDGs). The work of UNDP around the world is anchored in diverse and effective partnerships, which are vital to our two critical roles at country level: (a) as an integrator across policy, programmatic and organizational silos; and (b) as an operational backbone for the United Nations and other partners.

UNDP Saudi Arabia works on Sustainable Economic and Social Development through diversifying economic sources, developing human capabilities, creating job opportunities and promoting private sector involvement in the Sustainable Development Goals achievement. This focus area is addressing SDG 1, 8, 9, 11 and 16.²

The partnership between UNDP and Saudi Arabia dates back to UNDP's launch in 1965. Since then, UNDP has been providing technical cooperation for various national development goals and facilitating assistance from Saudi Arabia to least developed countries. In the early 1970s, UNDP initiated operations in

¹ UNDP Saudi Arabia

² Ibid

Riyadh through a sub-regional office to serve the Gulf. Gradually the office was transformed from a sub-regional office into a Country Office fully dedicated to technical cooperation with Saudi Arabia. From that time, the Kingdom has been a strong supporter of UNDP cooperation in the Kingdom, with UNDP premises and project financing in the Kingdom fully supported through the contributions of the Kingdom. Indeed, Saudi Arabia's status as a Net Contributing Country (NCC) to UNDP makes it a unique context with strong levels of ownership and programmes uniquely tailored to the local needs.³

Cooperation with UNDP in Saudi Arabia has matched the evolution of development needs and priorities in Saudi Arabia responding to specific needs of the Government over the past 40 years. Partnerships between national institutions and UNDP enjoy a unique bond of common responsibilities towards the national interest. This has included a working relationship over the past decades built on open dialogue and common interests for national development. The joint programmes between UNDP and the Government have covered a variety of development priorities and sectors, with key results over the years in strategy and policy development, and capacity development of Saudi people and institutions.⁴

Examples of UNDP Support to the development process in the Kingdom is exemplified through a number of successful projects. UNDP supported the formulation and to some extent the implementation of national strategies and policies in the energy, water, youth, urban, tourism, and food and drug sectors. UNDP technical expertise assisted in formulating strategies and action plans, as well as economic modelling, to assist the Ministry of Economy and Planning, and the Ministry of Foreign Affairs. UNDP provided support for the development of national capacities and institutions such as the General Authorities of Statistics. UNDP provided long- and short-term advisory services to partners on policy development and strategic direction-setting for many entities including G20 Saudi Secretariat. Moreover, the new commitments of the kingdom to advance the gender balance has created a new project with the Ministry of Human Resources and Social Development to increase the percentage of women's participation and representation at all levels of employment and in all job categories including women's leadership positions.⁵

SCOPE OF WORK AND DELIVERABLES

Objective within the Framework of the UNDP Project

To provide support to translation needs for the UNDP Country Office in Saudi Arabia (UNDP CO). The translation needs span across website content, brief documents, thematic discussion papers and reports. Additionally, there is an occasional need for interpretation services during conferences and workshops.

Scope of work, which contain a detailed description of deliverables and activities

a. Translation

- Conducts translations upon request.
- Researches UN commonly used terminologies from official sources (Such as UNTERM) to ensure using unified terms across the Organization
- Translates various documents (including reports, project documents, work plans, terms of reference, contracts and so on) from Arabic into English and vice versa
- Edits and reviews translations generated from the Office or externally to ensure proper quality and reflection of content.

³ UNDP and Saudi Arabia: A Partnership for Sustainable Development, 2010

⁴ UNDP and Saudi Arabia: A Partnership for Sustainable Development, 2010

⁵ CPD_SA 2017-2021

- Works closely with the Communications Team for the translation of public information products including the Website, brochures and other knowledge products
- Translates the produced documents by the Experts from English to Arabic (Such as analytical reports, questionnaires, policy briefs...etc.)
- Translates correspondences from English into Arabic and vice versa as needed

b. Interpretation and Transcribing:

- Acts as interpreter in meetings and conferences, according to needs.
- Provides interpretation in workshops, thematic dialogue sessions, and conferences organized by UNDP.
- Other interpretation tasks as needed.
- Provides interpretation for UNDP experts under assigned Projects during bilateral meetings and/or interviews with government counterparts
- Transcribes inputs from bilateral meetings and/or interviews with government counterparts
- Interprets and/or transcribes any presentations or oral briefs made by UNDP Experts and government counterparts
- Other interpretation/transcribing tasks as needed within assigned project implementation.

The approval process required to certify outputs prior to authorizing payment, and payment milestones if applicable:

- All deliverables are to be shared with UNDP Programme Team that is assigned for the specified project and/or UNDP Communications Team. Payment will be deliverable-based. Once a deliverable is completed, a Certificate of Payment will be initiated to effect the payment.

Payment	Deliverables/Milestones	Schedule
Monthly Payment	Monthly payment upon submission and acceptance of deliverables	Monthly

Duration of Assignment: Total contract duration is 08 calendar months. With a possibility for extension based on the need, performance and funds availability.

Duty Station and Expected Places of Travel, if any: The assignment will be based in Riyadh, Saudi Arabia.

INSTITUTIONAL ARRANGEMENTS

Reporting Requirements, Frequency, Format and Deadlines: The translator will report to assigned the Project Head of UNDP Programme Team as well as the National Project Manager of UNDP assigned project/s. In other occasions, the translator will work closely with UNDP Communications Team

Working arrangements:

- All mission travels must be approved in advance and in writing by the Supervisor;
- United Nations Development of Safe and Security – BSAFE course must be successfully completed prior to commencement of assignment; <https://www.undss.org/>
- The consultant is also required to comply with the UN security directives;
- The consultant is responsible for required health and life insurances related to work or travel;
- The consultant is expected to have his/her own Laptop/Computer.

A clear and precise description of the selection criteria, including the required degree of expertise and qualifications such as specialized knowledge, language needs and experience

QUALIFICATIONS and REQUIREMENTS

Education:

- Degree or equivalent in English Translation, English Literatures, or a related field is required.
- Specialized Certification in Translation is an asset.

Experience:

- At least 5 years of direct experience in translation and interpretation with a well-known organization is required
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience in handling of web-based management systems
- Written and verbal fluency in English and Arabic is essential
- Experience in working for an international organization and/or UNDP is required

Languages:

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

Competencies:

Corporate:

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UN/UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional:

- Excellent writing and presentation skills in Arabic and English
- Excellent communication skills, and ability to analyze diverse information rapidly from varied sources
- Acts as a team player, with strong interpersonal and communication skills
- Ability to work under pressure

Project and Resource Management:

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Strong organizational skills.
- Ability to work independently, produce high quality outputs.

Leadership and Self-Management:

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexity.
- Responds positively to critical feedback and differing points of view.

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS (Standard text - do not change)

The contractor shall submit a price proposal as below:

Daily/Monthly Fee – The contractor shall propose a daily/monthly fee, which should be inclusive of his/her professional fee, local communication cost and insurance (inclusive of medical health insurance and evacuation).

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, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

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:

Payment	Deliverables/Milestones	Schedule
Monthly Payment	Monthly payment upon submission and acceptance of deliverables	Monthly

** The Project Head of UNDP Programme Team shall certify and authorize all payment instalments and accompanying payment invoices prior to payment.

**For each payment a certification of payment shall be signed and approved by the Project Head of UNDP Programme Team attached to it explaining the accomplishment of the deliverables corresponding to the respective quarterly progress report.

Reimbursement costs/ travel costs will be paid on the basis of actual expenditure and should not exceed the approved amount in the contract calculation sheet.

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;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, including references to how she/he will approach and complete the assignment.
- Financial Proposal** that indicates the all-inclusive 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.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step 1: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

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

- Degree or equivalent in English Translation, English Literatures, or a related field is required.
- Specialized Certification in Translation is an asset.

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

Step 2: Technical Criteria – Maximum 70 points

Qualification and Experience (40 points) [evaluation of CV]:

- General Qualification;
- At least 5 years of direct experience in translation and interpretation with a well-known organization is required
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience in handling of web-based management systems
- Written and verbal fluency in English and Arabic is essential
- Experience in working for an international organization and/or UNDP is required
- Ability dealing with and managing communication channels (mass-communication, social media)
- Strong teamwork skills and ability to work effectively independently as a consultant and gap analyzer
- Strong quantitative and statistical skills
- Demonstrated ability to proficiently and effectively guide and manage interdisciplinary teams comprised of staff with diverse backgrounds and varied skill sets

Interview (30 points);

The panel may select 3-5 candidates for interview, whom obtained high score depending on the number of applicants.

**** Technical Criteria: weight 70% and Financial Criteria weight 30%***

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Financial proposal – Maximum 30 points