



## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF A FIRM/COMPANY

### GENERAL INFORMATION

<b>Services/Work Description:</b>	Event Translation and Interpretation Services
<b>Project/Program Title:</b>	Regional Strategy for Stabilization Secretariat
<b>Post Title:</b>	Translation/Interpretation Company/Firm
<b>Duty Station:</b>	Yaoundé, Cameroon
<b>Expected Places of Travel:</b>	Yaoundé, Cameroon
<b>Expected Start Date:</b>	Immediately once contract is concluded

### I. BACKGROUND / PROJECT DESCRIPTION

The Lake Chad Region has been severely impacted by the crisis triggered by the Boko Haram insurgency. This has coalesced with other root causes, leading to massive internal and cross-border displacement, destroying the social fabric and property, increasing human rights abuses and disrupting government institutions and services. The Regional Strategy for the Stabilization, Recovery and Resilience of the Boko Haram-affected Areas of the Lake Chad Basin<sup>1</sup> (RSS) provides a robust framework for addressing these many complex and urgent challenges. It recognises the need for a comprehensive, multi-sectoral and coordinated set of national and cross-border efforts. The Strategy notes that humanitarian-development-peace collaboration is also vital for long-term stabilisation, recovery and resilience. The RSS was formally validated by the Lake Chad Basin Commission (LCBC) Council of Ministers in August 2018 and endorsed by the African Union (AU) in December 2018. The Strategy has nine pillars of intervention and forty (40) strategic objectives.

The RSS will be operationalized through eight (8) Territorial Action Plans (TAPs) for the eight states/regions/provinces that are most affected by Boko Haram in the LCB region<sup>2</sup>. Although regional in scope, this Strategy through the TAPs is predicated upon the principle of national and local ownership, National Governments, through the Governors of the affected territories will engender robust and inclusive participation of the local communities in the stabilisation, recovery and resilience efforts across the region.

<sup>1</sup> Regional Strategy for the Stabilization, Recovery & Resilience of the Boko Haram-affected Areas of the Lake Chad Basin Region, Lake Chad Basin Commission and African Union Commission, August 2018 (<http://www.cbtl.org/en/news/regional-stabilization-strategy>)

<sup>2</sup> Borno, Yobe and Adamawa States in Nigeria; Diffa region in Niger; Région du Lac and Hajder-Lamis Region in Chad; Far North and North Region in Cameroon.

Prior to the RSS validation, adoption and endorsement by the LCBC Council of Ministers and the AU Peace and Security Council in August and December 2018 respectively, the Governors of the eight worst-affected areas of Cameroon, Chad, Niger and Nigeria met in May 2018 in Maiduguri, Borno State, Nigeria to establish the ***Governors' Forum for Regional Cooperation on Stabilisation, Peacebuilding and Sustainable Development*** ("the Governors' Forum"). Under the framework of the RSS, the Second Governors' Forum was organised in Niamey, Niger from 16-18 July 2019.

The LCBC in collaboration with the Governors of the affected territories is convening the third Governors' Forum in Yaoundé, Cameroon. The third Governors' Forum aims to advance the complementary implementation of the RSS; take stock of progress made under the implementation of the RSS; and advance and strengthen regional and cross border cooperation and dialogue. The third meeting of the Governors' Forum also aims to advance the commitments made at the second Governors' Forum and to continue the process of consolidating a credible and effective mechanism for regional cooperation and coordination of efforts to implement the RSS, as the overarching framework for short, medium and long term stabilisation, recovery and resilience interventions across the LCB region.

To achieve this, the RSS Secretariat is looking for a translation/interpretation firm to provide full translation and interpretation services for the 3<sup>rd</sup> Governors Forum in Yaoundé, Cameroon.

## II. SCOPE OF THE WORK

Under the supervision of the Head of RSS Secretariat, the firm shall report to the Focal Point LCBC Focal Point/Translator Interpreter, to deliver all relevant language services thereof.

The firm shall be expected to deliver any of the following as required during the whole duration of the contract:

### i) Translators: Manage a minimum of 5 translators to:

- Assure correct translation of official documents.
- Edit and proof-read texts to accurately reflect language.
- Review translated material for the accuracy of meaning, grammar, and syntax.
- Assist the RSS Secretariat and LCBC in translating/rephrasing documents from French - English and vice versa in high quality; and using the standardised terminology in clear language understood by all parties involved while translating a written document.
- Perform efficient and accurate translation during the Forum, side events, and bi-lateral meetings, multi-lateral meetings, etc., including one to one and group settings.
- Provide translation assistance to any RSS/LCBC member, as requested.
- Convert written materials from one language into another such as concept notes, brochures, web articles, social media posts, etc. Create a new text in the target language that reproduces to content and style of the original.
- Adapt a product or service for use in a different language and culture.
- Ensure impartiality, and confidentiality of beneficiaries, at all times.
- Any other duties related to the nature of the job as directed by the supervisor.
- Edit technical and specialised French documents (original source texts) and provide CAT with fully clean and finalised versions.
- Undertake thorough linguistic and background research and verify terminology and references to use the most appropriate range of vocabulary and the commonly accepted or established terms in specialised databases and corpora

- Ensure timeliness in undertaking rapid turnarounds for all afore-mentioned duties, particularly when there is some urgency to perform related requests.
- ii) **Interpretation: Provide a minimum of 6 interpreters per day, to:**
- Render services during the Pre-sessions of the Forum, side events, bi-lateral and multi-lateral meetings per day.
  - Functions as team leader of all interpreters assigned to a given meeting.
  - May instruct and advise colleague interpreters.
  - May assist in the preparation of Forum and meeting materials upon request of Supervisor.
  - Perform other related duties as may be required.

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1.	Translation of 100 Pages including pre-forum documentation, draft / semi-final documents.	N/A	Coordinator/Head of Stabilisation Secretariat
2.	Translation of final documentation during the Forum 50 Pages	N/A	Coordinator/Head of Stabilisation Secretariat
3	Interpretation during the Forum Pre-meetings and side meetings	02 Working days	Interpretation Focal Point
4.	Interpretation during the Forum	03 Working days	Interpretation Focal Point

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance of the Coordinator/Head of Stabilization Secretariat, and direct supervision of the Translation/Interpretation Focal Point, the Translators and Interpretation firm will carry out the responsibilities outlined above.

### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP will ensure that the consultant receives access to the necessary documentation of the Regional Stabilization Secretariat and any support necessary for the completion of the exercise.

### VI. DURATION OF THE WORK

During the period of 1 to 15 May, 2021, the translators will work for a total of 10 payable days. The interpreters are expected to work for a minimum of 5 days during the pre-Forum and forum sessions.

### VII. QUALIFICATIONS OF THE SUCCESSFUL COMPANY / FIRM

#### a. Years of experience:

- 8 years of working experience in Translation, 8 years of working experience in interpretation.
- Master's Degree in Translation and/or Interpretation;
- Demonstrated experience of language mastery, desktop publishing and editing;
- Experience covering stabilisation, security, recovery and development subjects will be an asset;
- Experience with UNDP/LCBC and/or other UN agencies and INGOs will be an asset;
- Knowledge on ethical standards in reporting on issues related to IDP's will be an asset;
- Use of CAT Tools for Translators;

- Perfect command of French and English;
- Mastery of Zoom software for interpreters;
- Membership to a Professional Translators and Interpreters Association;
- Contractors must be from one of the LCBC member countries.

**b. Competencies:**

- Professionalism;
- Team work;
- Planning and organisation;
- Managerial competence;
- Client orientation;
- Communication.

**c. Language and other skills:**

- Ability to work in a multicultural environment, Fluency in French and English are required.
  - Basic knowledge of the Lake Chad Basin countries local languages Kanembou, Boudouma, Kanouri, Fula/Fulfulde, Hausa, Toubou, Arabic, will be an asset;
  - Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff);

**d. Compliance of UN Core Values:**

- Demonstrates integrity by modelling the UN'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;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Important Note:**

The Consultant is required to have the following professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

## VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified companies are expected to submit both the Technical and Financial Proposals. Accordingly they will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal)</b>	<b>70%</b>	100
<ul style="list-style-type: none"> <li>▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>	<b>35%</b>	<b>35 pts</b>
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Minimum educational background as per the requirement in the TOR</li> </ul>	<b>15%</b>	<b>15 pts</b>
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Minimum of 7 years of experience in similar consultancy projects and/ or contracts</li> </ul>	<b>10%</b>	<b>10 pts</b>
<ul style="list-style-type: none"> <li>▪ <b>Criteria d.</b> Ability to discharge the consultancy serviced within the timeframe as per the TOR</li> </ul>	<b>10%</b>	<b>10 pts</b>

Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

\* It is mandatory criteria and shall have a minimum of 50%

#### IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive<sup>3</sup> lump-sum contract amount** when applying for this consultancy. The consultant will be paid **based on the effective UN exchange rate (where applicable), and** only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	<ul style="list-style-type: none"> <li>Submission of all final translated documents;</li> <li>5 days of full interpretation of the Governors Forum</li> </ul>	Yes	100%

#### XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The company shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

#### XII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

This TOR is approved by:

Name: Chika Charles Aniekwe

Designation: Head of RSS Secretariat

Signature:



Date Signed: 11/03/2021

<sup>3</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal