Terms of Reference

**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Translator (5)

**Project Title:** UNDP Country Office/ Programmes/Projects.

**Period of assignment/services:** Long Term Agreement - 2 years with the possibility of extension for one additional year.

1. Background

The United Nations Development Programme (UNDP) is the UN’s global development network. It advocates for positive change and connects countries to knowledge and resources to help ordinary people build better lives. UNDP has been working in Lebanon since 1960, supporting the government and the people in their efforts to recover from the civil war, build lasting peace, generate sustainable and equitable growth, and mobilize funds from donors to help the country in these efforts. With the escalation of the crisis in Syria, UNDP’s outreach has expanded to include supporting the Lebanese population to cope with the impact of the Syrian refugee influx. Lebanon has achieved seven of its Millennium Development Goal (MDG) targets in health, primary education, and gender equality in education. Yet the most critical of the targets, poverty reduction and environmental sustainability, have not been achieved.

In order to reach out to the larger audience and create an understanding of UNDP’s mission and work in Lebanon, it is essential that all key documents should be translated into Arabic English and French. This will enhance the understanding of UNDP’s mission, goals and on-ground work and increase the readership of UNDP news and work.

2. Scope of work, responsibilities and description of the proposed analytical work

The UNDP Lebanon country office wishes to make a long-term agreement with (5) English-Arabic and Arabic-English Translators. As translation, they need to provide fast and high-quality professional translation of various document types: reports, flyers, speeches, press releases, success stories, web site content, newsletters, video subtitling, agreements… etc.

Interested applicants shall be aware of the environment in which UNDP operates, and it is expected that the applicants have the qualifications and proven experience to translate technical documents. The main areas of project implementation are included but not limited to Social and Local Development, Crisis Prevention and Recovery, Energy and Environment, Health and Governance.

3. Expected Outputs and deliverables

It will require:

- Timely and accurate translations of documents in to Arabic, English.
- Documents may include: texts, tables, boxes, photo captions, figures, charts and annexes
- Translation of document must include editing and proof reading
• Translation of some documents requesting some research work
• Must have vast experience of translating documents for known organization in development sector
• Must have an effective communication, writing and translation skills
• Must be familiar with UN Terminology, and UNDP’s in specific
• Ability to work under pressure and meet strict deadlines
• Ability to produce a high volume of quality content
• Experience with the UN system in general, with UNDP in particular, is preferable
• Ability to manage and leverage UN terminology
• Consistency of translation by using client terminology lists such as UNTERM and the EU’s IATE terminology database or generating a list of in house terms approved by the client.
• Ability to manage and leverage UN terminology
• Analyze documents prior to translation and extract commonly used terms that can be agreed on with clients
• Providing a translation service through commissioning, translation, review, project management and quality control, through to delivery.

4. Institutional arrangements

The Translator will work under the direct supervision of the Programme Manager as well as Projects Managers. For each assignment, a contract in form of a Purchase order shall be issued and signed by the contractor before the assignment starts. The issuance of a Purchase Order for each assignment is required before start of the relevant assignment.

5. Duration of work

Two years based on satisfactory performance of services. An extension for one additional year is possible if required by UNDP and upon submission of a satisfactory performance evaluation.

6. Duty station

The Consultancy is home-based.

If required, meetings with Programme staff are to be held in Beirut at projects’ offices.

7. Requirements for experience and qualifications

I. Academic qualifications:
   a. Bachelor Degree in translation or social sciences related fields.

II. Experience:
   a. At least five years of experience as translator.
   b. Proven track record of high-quality professional translation from English to Arabic and vice versa.
   c. Experience with UN agencies and NGOs.

III. Competencies:
   a. Excellent command of both English and Arabic.
   b. Good communication skills;
   c. Proven ability to work under pressure and in less comfortable situations.
8. Scope of Price Proposal and Schedule of Payments

The translator shall be paid upon satisfactory completion of translation projects.

1- Total financial proposal amount will be calculated as per the 1-word price for documents less than 10 pages (each page 250 words), the 1-page (of 250 words in average) price for documents of 10 pages, as per the below table. The below table will only be used for evaluation purposes to indicate the combined technical and financial scores. The rates indicated below will be LTA holders’ rates.

<table>
<thead>
<tr>
<th>Pricing arrangement</th>
<th>Cost of the outputs and deliverables (Translation of documents)</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 word (USD)</td>
<td></td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>1-page (of 250 words in average) (USD)</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payments are made to the individual contractor upon submission of an invoice and the deliverables to be approved by the UNDP requesting Unit. The payment of fees will be made against each approved deliverable mentioned in the contract/PO.

**Note:** Other UN agencies may use the Long-Term Agreements as per the Standard Operating Procedures (SOPs).