INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 May 2021
Reference: LBN-CO-IC-135-21

Country: Lebanon

Description of the assignment: National Translator (5).

Project name: UNDP Country Office/ Programmes/Projects.

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

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 04 June 2021 at 11:59 PM Beirut Local Time. Proposals will not be received through email.

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org. The UNDP Procurement Unit will respond in writing 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. 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.

For additional information, please refer to ANNEX I – Terms of Reference

3. 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

(I). Technical Proposal:
(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) **Technical Assessment** - Arabic translation of English documents provided, English translation of Arabic documents provided.

(iv) **P11 (Personal History Form)** including past experience in similar projects and at least 3 references, mentioning the references’ e-mails addresses.

### 5. FINANCIAL PROPOSAL

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>
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<tbody>
<tr>
<td>1 word (USD)</td>
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<td>2,500</td>
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<tr>
<td>1-page (of 250 words in average) (USD)</td>
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<td>10</td>
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<tr>
<td><strong>Grand Total</strong></td>
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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.

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an
economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
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<tr>
<td>• Educational background:</td>
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<tr>
<td>Bachelor Degree in translation or social sciences, development or any related field</td>
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<td>• Technical experience: minimum 5 of experience as translator</td>
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<td>Below 5 years= 0 points</td>
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<td>5-7 years of experience = 14 points</td>
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<td>more than 7 years of experience = 20 points</td>
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<td>20</td>
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</tbody>
</table>
• Technical experience:
  Proven track record of high-quality professional translation from English to Arabic and vice versa

• Previous experience with UNDP or UN Agencies

• Technical Assessment:
  1. Arabic translation of English documents provided
  2. English translation of Arabic documents provided

  Good = 30 points
  Fair = 21 points
  Poor = 0 points

Financial (Lower Offer/Offer*100) 30% 100

Total Score  Technical Score * 0.7 + Financial Score * 0.3

How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Technical Assessment,
3. Annex 3 (Offerors Letter) and
4. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don’t submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.
Incomplete applications will not be considered.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT