

Terms of Reference

Position:	Interpreter & Translator (English – Russian-English)
Project number and title:	Tax & Tax Inspectors without Borders (TIWB) (UNDP1 00103251)
Duration:	17 months upon contract signing (approx. November 2021- until 22 March 2023)
Contract type:	Local Individual contract (UNDP template)
Duty station:	Home-based in Kazakhstan

Project description: The United Nations Development Programme (UNDP) is the knowledge frontier organization for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy and programme work, carried out at HQ, Regional and Country Office (CO) levels, form a contiguous spectrum of deep, local knowledge to cutting-edge global perspectives and advocacy. Within this context, UNDP invests in a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

The UNDP Tax and TIWB Project is managed by the Bureau for Policy and Programme Support (BPPS's) Finance Sector Hub (FSH), with resource persons embedded in the SDG Finance Teams in Amman, Bangkok, Istanbul, Panama and Pretoria.

Tax Inspectors Without Borders (TIWB) is a joint initiative of the OECD and UNDP designed to support developing countries to strengthen national tax administrations through building tax audit capacity and through sharing this knowledge with other countries. Under TIWB, tax audit experts work alongside local officials of developing country tax administrations on tax audit related issues. TIWB aims to strengthen tax administrations by transferring technical know-how and skills to developing countries' tax auditors, and through the sharing of tax audit practices and dissemination of knowledge products. Apart from tax audits, TIWB has started a number of pilots to support countries in tax and crime investigations and effective use of automatically exchanged information.

TIWB Programme F2020-0009 supports the State Revenue Committee (SRC) of the Ministry of Finance of the Republic of Kazakhstan through a tax audit expert on live audit cases. The objective of this TIWB programme is to enable the transfer of tax audit knowledge and skills through a real-time, "learning by doing" approach to strengthen SRC's capacity to conduct audits. For this programme, TIWB is seeking Individual(s) to provide on-the-call written and oral interpretation and translation services.

Target of the assignment: The Contractor will provide the highest quality of translation and interpretation services from English into Russian and vice versa, of relevant materials and at the meetings, for the TIWB Programme - Kazakhstan.

Justification: TIWB Programme in Kazakhstan No. F2020-0009 was launched in August 2020 with the assistance provided to the SRC by the OECD advisor. In September 2021, UNDP has hired a Tax Audit expert to continue assistance to the SRC for 18 months until March 2023. Given the expert is an English speaker, there is a need for a part-time interpreter and translator to provide on-the-call written and oral interpretation and translation services for the expert.

This includes translation of relevant documents and interpretation at the meetings between Tax Audit expert and the SRC, as well as functional analysis interviews in audit cases and other meetings necessary for the programme.

Scope of work:

1. The work will be carried out remotely, with possible onsite meetings at the State Revenue Service (to be agreed in advance- travel to Nur Sultan (if applicable): 2 missions*5 days each)
2. Written translation – up to 198,000 words (550 pages, 360 words per page/ 2100 characters with no spaces)
 - Slides
 - PowerPoint presentations
 - Reports
 - Diagrams
 - Other audit related documents
3. Consecutive interpretation – up to 270 hours
 - meetings between the tax audit expert and the SRC
 - functional analysis interviews in audit cases
 - other meetings as required
4. Simultaneous interpretation – up to 270 hours
 - Official meetings between TIWB and SRC
 - Workshops and conferences for the purposes of the Programme

Expected deliverables and payment terms

No.	Deliverable	Review and approvals required	Payments
1.	Written translation of project documentation (slides, PPT presentations, reports, diagrams, other audit related documents)	UNDP Global Project Manager	Monthly payments - up to 16,500 words/45 pages
2	Consecutive interpretation at the meetings between the tax audit expert and the SRC Consecutive interpretation during functional analysis interviews in audit cases Consecutive interpretation at other meetings	UNDP Global Project Manager	Monthly payments – up to 22.5 hours
3	Simultaneous interpretation during official meetings between TIWB and SRC Simultaneous interpretation at workshops/conferences	UNDP Global Project Manager	Monthly payments – up to 22.5 hours

The consultant is expected to provide the prescribed deliverables in a timely and professional manner throughout the period this contract is in force.

Institutional arrangement/organizational measures:

- 1) The Contractor should fully accept and agree with the TOR requirements and the General Conditions for Individual Contract including UNDP individual contract template;
- 2) The Contractor will report to UNDP Global Project Manager;
- 3) The Contractor is responsible for the safety of the collected materials, prepared product, and excludes the creation of counterfeit products;
- 4) The Contractor is fully responsible for the accuracy of the information provided and for the timely delivery;
- 5) The Contractor has no right to distribute, transfer materials collected and prepared within the framework of this Terms of Reference without the permission of UNDP. The Contractor will be required to sign a no-conflict of interest and a confidentiality agreement with the State Revenue Service of Kazakhstan. The translated material on real cases will be sent by email encrypted;
- 6) Reports and other materials are provided in accordance with the deadlines indicated in the section "Expected Deliverables";
- 7) For written translation, the submitted work should be a final proofread and error free version to enable immediate use without further proofreading or editing. Spelling, consistency of terms used and grammar must be 100% accurate. In case of poor quality of the Contractor's work, UNDP reserves the right to terminate the agreement unilaterally;
- 8) The Contractor undertakes to comply with the legislation of the Republic of Kazakhstan in the field of copyright and related rights;
- 9) The Contractor ensures timely and rational planning, execution of activities and achievement of results in accordance with this terms of reference;
- 10) Materials/documents/reports must be submitted in accordance with the deadlines specified in the "Expected Deliverables and payment" section of this Terms of Reference;
- 11) The Contractor submits Certifications of payment and brief progress reports to UNDP.

Responsibility and accountability:

The contractor bears full responsibility for the accuracy and legality of the information provided and for the timely provision of reports.

- Reports to the UNDP Global Project Manager;
- Ensures unconditional fulfillment of the requirements specified in the contract and terms of reference.

Duration: 17 months upon contract signing (approx. November 2021- until 22 March 2023)

Duty Station: home-based in Kazakhstan.

Qualification requirements and experience:

- Higher education in linguistics, public policy, economics or any other related field;
- At least 3 years of work experience in translation and interpretation services (Eng-Rus-Eng) in taxation, international taxation, tax legislation, mining or other related relevant area;

- Previous professional experience in international assistance projects focusing on fiscal policy/taxation or related area, is desirable;
- Good writing skills;
- Computer skills (especially with Microsoft Office applications), Zoom and other online applications and the ability to use information technology as a tool and resource;
- At least three samples of translation along with reference contacts to qualify for translators' roster;
- Fluent knowledge of Russian language is obligatory;
- Fluent knowledge of English language is obligatory;
- Working knowledge of the Kazakh language is preferable.

Financial proposal

The financial offer in KZT for local staff registered in Kazakhstan and in, shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon deliverables, i.e. upon delivery of the services specified in the TOR. The financial proposal should include a breakdown of lump sum amount.

Payment will be made in installments after the submission of the required reports/materials/documents by each deliverable, upon approval and signing certification of payment by the UNDP Global Project Manager. The contract amount will be based on actual rates per hour and per word.

Recommended Presentation of Offer

The following documents must be submitted:

- a) A duly completed and signed Letter of Confirmation of Interest and Availability using the template provided by UNDP;

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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;

- b) Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate, copies of diplomas (certificates if available);
- c) At least three samples of translation along with reference contacts to qualify for translators' roster ;

Criteria for selecting the Best Offer

The contract is awarded to the bidder whose proposal has been assessed and determined as a) complete and satisfying the minimum requirements; b) with the highest score out of a set of weighted criteria (70%) and financial criteria (30%).

- Step I: Preliminary evaluation of offers (ONLY fully and timely submitted applications with all required documentation (as described in the above section "Recommended Presentation of Offer") would be considered for shortlisting;

- Step II: Shortlisting – only candidates that meet the minimum shortlisting criteria will be considered for further technical evaluation:
- Higher education in linguistics, public policy, economics or any other related field;
- At least 3 years of work experience in translation and interpretation services (Eng-Rus-Eng) in taxation, international taxation, tax legislation, mining or other related relevant area;
- Fluent knowledge of Russian language is obligatory;
- Fluent knowledge of English language is obligatory;
- Step III: Technical Evaluation – 70% (maximum 700 points)
- Step IV: Financial Evaluation – 30%

Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only candidates who obtained a minimum of 70% (maximum scoring 500 points) for the technical criteria will be admitted to the interview.

Only candidates who obtained a minimum of 70% (maximum scoring 200) will be considered for financial evaluation (as a result of interview).

Technical scoring of qualifications and experience – maximum 700 points:

Criteria	Maximum Points	Assessment Points
Technical desk review		
Higher education in linguistics, public policy, economics or any other related field	80	Bachelor's degree - 60 points; Master's degree and higher – 80 points
At least 3 years of work experience in translation and interpretation services in taxation, international taxation, tax legislation, mining or other related relevant area	100	Less than 3 years = 0 points; 3 years = 70 points + 5 points for any additional year – maximum 100 points
Experience in international assistance projects focusing on fiscal policy/taxation or related area	100	No experience – 0 points Available experience – 100 points
Writing skills - sample documents will be evaluated, and feedback received from the service recipient	80	Provided documents demonstrated good writing skills – 80 points Provided documents demonstrated fair writing skills or documents were not provided – 0 points
Computer skills (especially with Microsoft Office applications), Zoom and other online applications and the ability to use information technology as a tool and resource	30	Available = 30 points Not available = 0 points
Fluent knowledge of Russian language is obligatory;	50	Available = 50 points Not available = 0 points

Fluent knowledge of English language is obligatory;	50	Available = 50 points Not available = 0 points
Working knowledge of the Kazakh language is preferable	10	Available = 10 points Not available = 0 points
Subtotal	500	
Interview		
Interview	200	
<u>Total score for technical assessment:</u>	700	

Terms of reference is approved by:		
Project Manager (Ahtesham Khan)	28-Oct-2021	date <i>Ahtesham Khan</i> signature
Head of Finance Sector Hub (Marcos Neto)	28-Oct-2021	date <i>Marcos Neto</i> signature

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