Terms of reference

GENERAL INFORMATION

Title: Translator for DDR and Alternatives to Imprisonment Programmes  
Project Name: UNODC Sub-Programme 4  
Reports to: National Programme Coordinator  
Duty Station: Homebase  
Expected Places of Travel (if applicable): No  
Duration of Assignment: 80 working days, starting September – December 2022

REQUIRED DOCUMENT FROM HIRING UNIT

3 CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
(1) Junior Consultant  
(2) Support Consultant  
(3) Support Specialist  
(4) Senior Specialist  
(5) Expert/ Advisor

CATEGORY OF INTERNATIONAL CONSULTANT, please select:
(6) Junior Specialist  
(7) Specialist  
(8) Senior Specialist

APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

CV / P11 with three referees  
Copy of education certificate  
Completed financial proposal  
Completed technical proposal (sample of translated document)

Need for presence of IC consultant in office:
☐ partial (explain): The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting request by the supervisor.

☐ intermittent (explain):

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:
Office space: ☐ Yes ☐ No  
Equipment (laptop etc.): ☐ Yes ☐ No  
Secretarial Services ☐ Yes ☐ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name>
I. BACKGROUND
UNODC Programme Office in Indonesia assists the Government of Indonesia to support the implementation of strategies and effective interventions to enhance the government responses in the areas of Drug Demand Reduction (DDR) and Alternatives to imprisonment. UNODC assistance in this extent is in-line with and informed under the Country Programme Framework for 2017-2021. UNODC will focus its supports on reducing drug use and drug dependence, as well as on implementation of alternatives to imprisonment. It aims to achieve its objectives through the improvement of preventive measures, more effective treatment and reintegration services for drug dependent individuals and develop a strategy for the development and implementation of a comprehensive range of alternatives to imprisonment in order to reduce the prison population.

UNODC POIDN is currently seeking a translation consultant that will be called upon to translate, edit and proofread various documents including but not limited to training curricula, legislations, regulations, international guidelines and frameworks, and other relevant document from English into Bahasa Indonesia and vice versa.

Selected translator will need to work under tight deadline while preserving the meaning off the original language. Thus, the translators should excel at translating the vocabulary/DDR and Alternative to Imprisonment jargons.

The stakeholders for this project are National Narcotics Board; Directorate General of Correction; Ministry of Health and Ministry of Social Affairs.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work
Under the direct supervision of the National Programme Officer and the overall guidance of the Country Manager, the consultant will:

- Translate relevant document as requested by the hiring unit from English into Bahasa Indonesia and vice versa.
- The documents that will be translated are mostly legal documents, handbooks, and training curricula that will need specific and accurate translation relevant to the corrections field. The volume of each document to be translated may vary. However, UNODC defines one page as 230 words (A4 sized page, 2.5 cm margin, Times New Roman 12 points, with 1.5 space).
- The IC is expected to produce professional, accurate and fast translation service from English to Bahasa Indonesia and vice versa such that the meaning and understanding of each principles and analysis presented in the documents reflect their true sense on a need basis. The documents are related to DDR and Alternatives to Imprisonment, which means the IC needs to be familiar with those terms.
- Number of working days is including revision as necessary. The expected delivery time of translation is detailed in the deliverables below:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Review and Approvals Required (Indicate designation of person who)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>


Expected Outputs and deliverables
All documents must be submitted in English and Bahasa. Deliverable can be submitted partially but no later than the completion deadline.

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Submission of legal document (28,750 words)</td>
<td>20 working days</td>
<td>30 September 2022</td>
<td>25%</td>
</tr>
<tr>
<td>b) Submission of handbook (28,750 words)</td>
<td>20 working days</td>
<td>30 October 2022</td>
<td>25%</td>
</tr>
<tr>
<td>c) Submission of training curricula (28,750 words)</td>
<td>20 working days</td>
<td>30 November 2022</td>
<td>25%</td>
</tr>
<tr>
<td>d) Submission of Government regulations (28,750 words)</td>
<td>20 working days</td>
<td>30 December 2022</td>
<td>25%</td>
</tr>
</tbody>
</table>

III. WORKING ARRANGEMENTS
Institutional Arrangement

The consultant will perform its work under the supervision and report directly to the National Programme Coordinator, UNODC Indonesia. The UNODC Country Manager will provide overall guidance and supervision.

Duration of the Work

80 working days, starting Sept – December 2022

Duty Station

The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for meeting requests by the supervisor.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic and Work Qualifications:

- Bachelor’s degree in any educational background
- Certified as interpreter or translator by Association of Indonesian Translators

Years of Experience:

- Minimum 5 years experiences as simultaneous and or conference interpreter and or consecutive interpreter as translator.
- Experience in providing translation and or interpretation services for UN agencies
- Experience translating document in the area of drug demand reduction and or alternative to imprisonment.

Competencies and special skills requirement:

- Familiar with DDR and Alternatives to Imprisonment issues
- Demonstrated ability to work with persons of different ethnicity and cultural background;
- Strong reporting skills
- Ability to work under pressure
- Proficient in English and Bahasa languages, spoken and written.
- Ability to operate MS-Office
- Ability to work in a team
- Effective planning and organising skills

V. EVALUATION METHOD AND CRITERIA

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 of 70 point would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria A: qualification requirements as per TOR:</th>
<th>Weight</th>
<th>Maximum Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bachelor’s degree</td>
<td>20%</td>
<td>20</td>
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<tr>
<td>2. Certified as interpreter or translator by Association of Indonesian Translators</td>
<td>15%</td>
<td>15</td>
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<tr>
<td>3. Minimum 5 years experiences as simultaneous and or conference interpreter and or consecutive interpreter as translator.</td>
<td>10%</td>
<td>10</td>
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<tr>
<td>4. Experience in providing translation and or interpretation services for UN agencies</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>5. Experience translating document in the area of drug demand reduction and or alternative to imprisonment.</td>
<td>15%</td>
<td>15</td>
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<thead>
<tr>
<th>Criteria B: Brief Description of Approach to Assignment</th>
<th>Weight</th>
<th>Maximum Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide sample of translated document from Indonesia to English and vice versa</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>2. Submission of assigned translated document</td>
<td>15</td>
<td></td>
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Prepared by Ade Aulia Erwin

Approved by Collie Brown