UNDP Expression of Interest

UNDP Maldives invites interested consultants to apply on the following:

Summary of proposal:

UNDP is the UN’s global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP is on the ground in about 170 countries and territories, working with national counterparts on solutions to global and national development challenges. In the programme countries, UNDP supports stabilization, state-building, governance, and development priorities in in partnership with the host governments, the United Nations system, the development partners, and other partners to help the country to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shock.

UNDP has been a trusted development partner of the Maldives for more than 40 years, helping to achieve the eradication of poverty, reduction of inequalities and exclusion in areas such governance, environment protection, climate change mitigation and adaptation. In each of its thematic areas of work, UNDP at the request of its national partners provides relevant policy advisory support, technical assistance, advocacy, and knowledge to help Maldives achieve its global commitment on Sustainable Development Goals (SDG). With Maldives’s transition to Middle Income Country Status, Official Development Assistance from traditional donor sources has been on the continuous decline. UNDP is therefore working with its national partners to identify and tap into alternative and innovative financing mechanisms for development. This process involves broadening outreach and forging wide-ranging partnerships with stakeholders - including other UN agencies, the government, the private sector, philanthropic Foundations, multi-lateral and bi-lateral donors, and International Finance Institutions to advance the country's development strategies and objectives.

We are looking for interested individuals to provide interpretation services to UNDP Maldives from 11 to 22 September (tentative).

Scope of work:

The Contractor shall provide the following services:
- Provide simultaneous interpretation during meetings (technical working groups meetings, meetings between international advisors/experts or UNDP representatives and local counterparts, etc.) from Dhivehi to English and vice versa.
- May include physical presence in meetings (will be asked ahead of time) and travel to selected island.
- Minimal translation services when required

Outputs:

- Provide simultaneous interpretation during meetings (technical working groups meetings, meetings between international advisors/experts or UNDP representatives and local counterparts, etc.) from Dhivehi to English and vice versa.

Eligibility criteria

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<td>Educational Background</td>
<td>High School Graduate or Diploma in social sciences, international relations, and other related field;</td>
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Fluent in English and Dhivehi (speaking, reading, and writing skills)

Professional experience:
- Experience of working with a wide range of stakeholders, from non-governmental organizations to international organizations and government institutions, is an advantage.
- Experience of working with UNDP is an advantage.
- Previous work experience as interpreter/translator is an advantage.
- Excellent interpersonal skills: being able to listen and collaborate with a wide range of players, being able to work independently, being pro-active and taking initiative.
- Ability to manage workload individually and collaborate with a wide range of colleagues while meeting deadlines.
- Excellent writing skills, as well as strong analytical aptitude and strong communication skills.

- Only short-listed candidates shall be considered for the bid solicitation
- Preference given for female translators due to sensitivity of the mission and to ensure a safe environment for the interviewee.

Submission details

1. Duly accomplished Letter of Confirmation of Interest and Availability
2. Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
3. Financial proposal that indicates the fee of the candidate in Maldivian Rufiyaa (or USD in the case of international consultant). The financial proposal must include a breakdown of daily and hourly fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);

The EOI and accompanying documents must be submitted no later 04 Sep 2022 by 12:00 PM (MDV time) by e-mail proc.mv@undp.org. EOI received after the above deadline will not be considered.

EOI failing to provide the request information will be disregarded.

This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Interested consultants may obtain further information at the following address: proc.mv@undp.org