

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الاتماني/ برنامج مساعدة الشعب الفلسطيني



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IC-2017-104

Amendment No. 1 of Solicitation Documents

[19 April 2017]

IC-2017-104: On-call Translation Services by Individual Consultants on Long Term Basis on behalf of OCHA Office

Publish Date: 10 April 2017

Original Close Date: 20 April 2017

Extended Close Date: 5 May 2017

UNDP , at its own initiative, is amending the Solicitation Documents.

Please be informed that the deadline for submission of offers has been extended **until 5 May 2017**.

For your kind attention and reference

Khaled Shahwan
Deputy Special Representative
(Operations) - UNDP/PAPP



**INDIVIDUAL CONSULTANTS
ON-CALL TRANSLATION SERVICES ON LONG TERM BASIS**

Date: 30 March, 2016
Reference: IC-2017-104

Country: State of Palestine

Title of Consultancy: On-call Translation Services by Individual Consultants on Long Term Basis

Type of Consultancy: National

Period of assignment: Initial period of (1) year, subject to extension to another period of (2) years

Duty Station: Home-based

You are cordially invited to submit an application as detailed in this Individual Consultancy (IC) Procurement Notice. Please note & abide by the following submission methodology:

Technical proposal for the referred assignment shall be submitted online at http://jobs.undp.ps/	Financial proposal , using the form found in Annex III, shall be sent to e-mail address: quotation.papp@undp.org (File and Email size shall not exceed 10 MB in a single email - proposal can be sent in multiple emails as needed)
Both technical and financial proposals shall be submitted on or before 20 April 2017 (Jerusalem Time). Late and/or incomplete submissions will be rejected.	

To enable you to submit a proposal, enclose please find:

- Annex I Terms of Reference (TOR)
- Annex II Instructions to Applicants
- Annex III Financial Offer
- Annex IV Individual Consultant General Terms and Conditions

Yours sincerely,

Khaled Shahwan
Deputy Special Representative
(Operations) - UNDP/PAPP





ANNEX I

TERMS OF REFERENCE

1. BACKGROUND

Established in 1998, the UN Office for the Coordination of Humanitarian Affairs (hereinafter referred to as "OCHA") is responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA office in the occupied Palestinian territory (oPt) was established in 2002 to support international efforts to respond to the deteriorating humanitarian situation in the oPt. Since that time, OCHA has worked to ensure a coordinated and effective response to humanitarian needs stemming from the conflict and occupation and also from natural disasters or extreme weather events.

The OCHA office wants to establish non-exclusive agreements with several Individual Consultants (ICs) to provide on call translation/editing services as follows:

- 1) Translation and editing of OCHA publications from English to Arabic (three (3) ICs)
- 2) Translation and editing of OCHA publications from English to Hebrew (two (2) ICs)
- 3) English Editor (one (1) IC)

2. OBJECTIVES OF THE ASSIGNMENT:

As part of OCHA advocacy and public information strategy, all OCHA products and publications shall be thoroughly edited (such as the monthly Humanitarian Bulletin) and translated into the national language in the oPt, Arabic, and into Hebrew in order to outreach to the general Israeli public, policy makers and media. Translated products should be thoroughly edited for style and grammar accuracy before final publication.

Documents may be sent for translation/editing on a short notice and with a tight deadline. The translator/editor is expected to be available to deliver 2,000 words per day for translation and 5,000 words per day for editing.

3. INTRODUCTION

The UNDP on behalf of OCHA plans to negotiate multiyear non-exclusive agreement(s) with several competent individual translators and editors to provide translation and editing services. The UNDP/OCHA commissions translation into English, Arabic, and Hebrew. Translations are assigned to individual translators with on-call contracts. They are expected to provide high quality translations for the organization, in accordance with UN/UNDP/OCHA terminology guidelines.

The UNDP through this bidding process aim at achieving the following:

- (a) Decrease the overall cost of translation services through volume leverage;
- (b) Decrease the lead time for delivery; and,

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- (c) Ensure a high level of quality in services rendered by the individual consultant(s) to UNDP/OCHA.

This invitation is not to be construed in any way as an offer to contract with any individual consultant. The UNDP is not committed to select any of the individual consultants submitting bids.

4. CONTRACTUAL ARRANGMENT :

Successful respondents will be awarded an On-Call Individual Contract for an initial one (1) year period with possibility of a two (2) year extension based on satisfactory performance.

- (a) Individual translators/editors will be engaged on an 'on call' basis. In other words, when the UNDP/OCHA requires their services, a selection will be made based on availability at the needed time, best possible delivery and subject matter expertise;
- (b) For every on-call engagement, an Acceptance Letter /Purchase Order (prepared by the requesting unit) shall be issued referring to the On-Call Individual Contract, attaching clear ToR/Milestones for each engagement for specific deliverables;
- (c) The timeline for deliverables (including deadlines) will be agreed upon with the UNDP/OCHA officer in charge; and,
- (d) Individual consultants will be home-based. No travel is envisaged.

The latest translation statistics for OCHA office show that the amount paid for translation services (English to Arabic or Hebrew) during a year may exceed the USD 25,000 and the amount paid for editing services during a year may exceed the USD 2,500. The estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of UNDP regarding any quantity for future orders.

The prices shall remain in effect for the entire duration of the agreement. The rates will not be subject to any adjustment or revision because of price or currency fluctuations.

5. SCOPE OF WORK:

OCHA oPt produces different publications, with an average of 20,000 words of translation and translation-editing per month and 6,000 words of English editing per month. Accurate and precise translation/ editing is required to carry out the activity. However, there is no obligation from OCHA to provide a minimum amount of translation and editing per month.

6. RESPONSIBILITIES:

Within delegated authority, the Translator/Editor will translate/edit OCHA publications, including the bi-weekly Protection of Civilians, monthly Humanitarian Bulletin, Annual report, press releases, situation reports, fact sheets and other related documents.



7. DELIVERABLES:

The consultants shall produce reliable and acceptable translations and editing services that accurately reflect the substance of the original language text / content.

Note: All text, including text contained in figures, boxes, tables, photo captions, sources and covers requires translations and proofreading.

Note: Translators are expected to perform terminology research (i.e. on UNTERM and other relevant terminology portals), and consult OCHA style guides to ensure the accuracy and appropriateness of all translations. Translators are also responsible for ensuring quality and accuracy of the entire document before submitting it back to the OCHA responsible officer.

8. PAYMENT TERMS:

Corresponding payments shall be made on a monthly basis following certification by OCHA Communications and Information Analyst or Clerk that the translation and editing services requested have been satisfactorily performed and deliverables have been achieved by or before the due date.

The payment shall be per translation and editing unit. Each unit is 250 words from the original version of the source language. At the end of each month, OCHA officer in charge will calculate the total word count and units to finalize the payment. The calculation shall be sent to the translators and editors for approval/and comments. The translators and editors then will directly send the invoice to finance unit for processing. Communications and Information Analyst or Clerk will certify the invoice and sign it before processing the payment by finance.

9. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in translation or related field and/or a minimum of 5 years of progressive translation experience; Master degree in translation is considered an asset.
- Translation Certification from the UN (Language Competitive Exam (LCE)), American Translators Association (ATA), or from other accredited professional translation institutions is considered an asset.

II. Experience:

- A minimum of five (5) years of translation experience.
- Five (5) years of translation experience for the UN, UNDP or other multilateral organization is preferred.
- At least two (2) translated publications related to humanitarian affairs, human rights, the oPt or related topics.

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III. Competencies:

- Outstanding skills in any of the following:
 - i. English editing and proofreading
 - ii. English to Arabic translation and translation-editing and Arabic proofreading
 - iii. English to Hebrew translation and translation-editing and Hebrew proofreading;
- Knowledge of MS Office, Adobe Reader, terminology portals;
- Knowledge of translation and terminology software an asset;
- Ability to work under pressure and meet strict deadlines;
- Ability to produce a high volume of quality content;
- Demonstrated willingness to work as part of a team in a multicultural environment.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.



ANNEX II

TECHNICAL EVALUATION: WRITTEN EXAMINATION AND CREDENTIALS

A three-stage procedure will be utilized in the evaluation of the technical offers:

Pre-Evaluation– minimum requirements to qualify (in/out criteria)

UNDP/OCHA will only contact those applicants who have submitted proposals that meet the following basic application requirements including:

- (i) A detailed CV with professional qualifications;
- (ii) Brief narrative (500 words) explaining why the applicant considers himself/herself as a suitable candidate;
- (iii) Provision of two (2) URLs of translated/edited publications in topics the closest possible to OCHA oPt's thematic fields. In case the translation is not accessible via URL, please submit it in the PDF format (first five (5) pages) and include relevant client information (name and email of contact person, organization, Office/Business Unit + date of request).
- (iv) List(s) of demonstrated clients from a) UN (international organizations, NGOs) and/or b) non-UN (private sector) in the past;
- (v) At least two (2) letters of professional reference; and
- (vi) Financial proposal.

Part One: Written Examination (85 obtainable points)

Applicants meeting the basic application requirements are required to take a timed written examination to demonstrate their qualifications. UNDP/OCHA will contact them to determine their availability to take the examination. Written examinations may be administered remotely.

Candidates for translation and translation-editing positions will be asked to translate into or edit in their respective target language(s) the documents listed below:

- a. First text: Statement by a senior UN official (approximately 500 words);
- b. Second text: Excerpt from a UN report (approximately 700 words);

Candidates for the English editing position will be requested to edit and proofread the documents listed below, including the identification spelling mistakes and jargon-heavy phrases, and the suggestion of reader-friendly alternatives:

- a. First text: Excerpt from a UN report (approximately 750 words);
- b. Second text: Excerpt from a UN report (approximately 750 words);

Only those candidates who have passed the written examination with an 80% and above score (68/85 points and above) will be considered for Part Two of the technical evaluation.



Part Two: Credentials (15 obtainable points)

The credentials of those candidates who have passed the written examination portion will be further evaluated based on the technical criteria below detailed. Only those candidates who passed the credentials portion with a 70% and above (28/40) points will qualify for the financial evaluation.

Successful respondents are those applicants 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.

Part 1. Written Examination (85 obtainable points) For each text: 20 and below (Poor), 25 (Average), 30 (Good), 35 (Very good), 42.5 (Outstanding). Tests will be graded according to their faithfulness to the source text, adherence to subject matter terminology, grammatical accuracy, syntax and punctuation. Turnaround: Candidates will have up to eight (8) hours to complete the written examination, with an early submission granting points: every thirty (30) minutes of early submission will count as one (1) point, up to a maximum of ten (10) points for a three (3) hour or shorter turnaround.		Points obtainable	Applicant				
			A	B	C	D	E
a.	First text	42.5					
b.	Second text	42.5					
c.	Turnaround	10					
Total Part 1		85					

Part 2. Credentials (15 obtainable points)		Points obtainable	Applicant				
			A	B	C	D	E
a.	Relevance of education: Bachelor's degree or a minimum of 5 years of progressive translation experience in lieu of degree = 4 pts; Masters and above = + 1 additional point	5					
b.	experience = 3 pts; at least five (3) years translation experience for the UN, UNDP or major international organization or NGO = + 2 additional pts	5					
e.	Translated publications in at least two of the specialized subject matter above-listed per official language (two (2) areas - 2 pts; 1 pt. shall be added for each additional area up to 5 pts)	5					
Total Part 2		15					
Total obtainable points for Part 1 and Part 2		100					

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The Cumulative Analysis method will be used in evaluating the proposals, with evaluation of the technical proposal being completed before any financial proposal is opened and compared based on the weighted technical criteria outlined above.

FINANCIAL EVALUATION

Financial Proposals will be considered only for those submissions that passed the minimum technical score of 70% of the obtainable score of 100 points (Written translation examination and Credentials) in the evaluation of the technical proposals.

Both scores, technical and financial, will be combined and a total score awarded on a 70:30 proportion (technical 70%; financial 30%).

AWARD OF INDIVIDUAL CONTRACT

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.

The UNDP procuring entity may award the Individual Contract(s) to those who attained the Highest Combined Technical and Financial score.



ANNEX III
FINANCIAL PROPOSAL FORM

Subject: On-call Translation Services by Individual Consultants on Long Term Basis

Your financial offer shall be in USD and must be exclusive of all taxes as the UN is exempt from taxes.

The financial proposal shall include a cost breakdown as detailed below for core translation services: translation, editing (revision/refining of a translation) and proofreading (checking grammar, spelling, punctuation, and text integrity). Additional services (revision, copy-editing, rewriting) may be submitted separately. Please provide rate per 250 words.

Select one of the three options below:

- A. Translation from English to Arabic and editing Arabic translations
- B. Translation from English to Hebrew and editing Hebrew translations
- C. Editing English drafts

Description	Fee (USD)
Translation rate per 250 words of original text (for A. and B.)	
Editing (revision of translated text) rate per 250 words (for A. and B.)	
Editing English original text (for C.)	

Submitted by:

Name :

Address:

Email:

Telephone:

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ANNEX IV INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Available on <http://jobs.undp.ps/>