INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 October, 2018

Country: Belarus

Description of the assignment: Freelance Translators (Lot 1) and Interpreters (Lot 2) for UNDP roster

Project name: UNDP Country Office

Period of assignment/services (if applicable): initially 12 months with possibility of extension

Proposal should be submitted at the following address: Minsk, Kirava str. 17, 6th floor, 220050, United Nations Development Programme (reference number of the tender should be indicated on the envelope – Tender №599/2018) or by email to tenders.by@undp.org (the following Subject should be stated – Tender №599/2018_Translator/Interpreter) not later than 17:00 (Minsk time) 24 October, 2018.

Any request for clarification must be sent in writing, or by standard electronic communication to the following e-mail irina.grozick@undp.org. UNDP will respond in writing or 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

United Nations Development Programme (UNDP) is the UN's global development network that advocates for change and connects countries to knowledge, experience and resources to help people build a better life.

UNDP has been present in Belarus since 1992. UNDP’s mandate in the country is determined by the Agreement between the Government of Belarus and UNDP of 24 September 1992, which requires UNDP “to support and supplement the national efforts at solving the most important problems of its economic development and to promote social progress and better standards of life”. UNDP currently works under its Country Programme Document (CPD) 2016-2020. The CPD focuses on three priority areas in line with the national development priorities: 1) Stronger systems of inclusive and responsive governance; 2) Greener growth incorporating productive capacities that target employment and create livelihoods for vulnerable groups; and 3) Better access to basic services for vulnerable groups. In 2015 Belarus committed itself to achieving the Sustainable Development Goals (SDGs) under Agenda 2030. UNDP assists the Government of the Republic of Belarus in the SDGs implementation and mainstreaming at the national and local levels. To
deliver on its mandate and support the achievement of the SDGs, UNDP in Belarus is prioritizing the development of new partnerships, new approaches to development and exploration of various resource mobilization opportunities.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Freelance Translator and/or Interpreter will provide high quality translation and/or interpretation from English into Russian, and vice versa, ensuring consistency of terminology and demonstrating highest standards of professional behavior.

Lot 1. Translator

- High quality translated documents delivered on time and providing for consistency of terminology and correspondence to lexical, stylistic and semantic content of the original.

Lot 2. Interpreter

- High quality interpretation, delivered with appropriate speed, providing for consistency of terminology and correspondence to lexical, stylistic and semantic content of the original speech.

Applicants may apply either for one Lot or both Lots; therefore, applications would be considered and evaluated accordingly. For detailed information, please refer to the Terms of Reference (Annexes 1,2)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Foreign Languages with English as a main;
- University degree with specialization in Interpreting/Translating would be an asset.

II. Professional experience:

- Minimum 3 years of progressive experience in translating /interpreting;
- Practical experience with UNDP and/or other international organizations (for a donor funded technical assistance project or at governmental or international organizations level) would be an asset.

III. Competencies:

- Fluency in oral and written English and Russian;
- Computer literacy in standard office software packages (Word, Excel, PowerPoint);
- Presentable appearance, deportment: ability to convey messages clearly, succinctly and accurately.
4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment duly signed by a Candidate;
2. Financial Proposal duly signed by a Candidate;
3. Personal CV including past experience relevant to this assignment and at least 3 references;
4. Copy/-ies of University Diploma(s); copies of additional trainings and courses (if available).

All documents should be provided in 1 envelope if they are submitted by a Candidate by post or delivered in person/through courier.

If documents are submitted by e-mail, all files should be sent in one e-mail transmission, should not exceed 7 MB and should not contain viruses.

5. FINANCIAL PROPOSAL

**For Lot 1:** Payment for written translations will be made based on the number of characters translated and delivery deadline as indicated in the Time-sheet approved by the Supervisor.

**For Lot 2:** Payment for interpretation will be made based on the number of hours worked as indicated in the Time-sheet approved by the Supervisor.

**Travel:**

*Only for Lot 2:* for interpretation provided during field visits and/or study tours normal rates for interpretation are used. Per diem is paid in accordance with UN rates and regulations.

6. EVALUATION

**Cumulative analysis**

When using this weighted scoring method, Contract award shall be made to incumbents whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and
b) having received the cumulative highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%, maximum 700 points]
* Financial Criteria weight; [30%, maximum 300 points]

*Only offers of individual consultants which scored 490 (70% from 700) and more points for technical criteria will be admitted for financial evaluation.* The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:
$$P = Y^* \left( \frac{L}{Z} \right),$$

where

- $P =$ points for the financial proposal being evaluated
- $Y =$ maximum number of points for the financial proposal
- $L =$ price of the lowest price proposal
- $Z =$ price of the proposal being evaluated

*Technical and Financial Evaluation for Lot 1 and Lot 2 will be conducted separately.*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point - 1000</th>
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<tbody>
<tr>
<td>Technical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Academic qualifications:</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>University degree in Foreign Languages with English as a main</td>
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<td></td>
</tr>
<tr>
<td>University degree with specialization in Interpreting/Translating would be an asset</td>
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<td></td>
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<tr>
<td>• Professional experience:</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Minimum 3 years of progressive experience in translating /interpreting</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>More than 3 years of progressive experience in translating /interpreting - 5 points for each additional year of experience but not more than 50 in total</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Practical experience with UNDP and/or other international organizations (for a donor funded technical assistance project or at governmental or international organizations level) would be an asset</td>
<td></td>
<td>50</td>
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<tr>
<td>• Competencies: (separate for Lots 1 and 2)</td>
<td>40%</td>
<td>400</td>
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**For Lot 1. Written translation (quality of translation of the task given at the written test):**
- Translation speed (conformity to translation standards) – 100 points max
- Translation quality (conformity to lexical, stylistic and semantic content of the original) – 100 points max
- Knowledge of relevant terminology (socio-economic, political, local development) – 100 point max
- Computer literacy in standard office software packages – 100 points max

**For Lot 2. Interpretation (quality of interpretation of the task given during the interview):**
- Interpretation speed – 100 points max
- Interpretation quality (conformity to lexical, stylistic and semantic content of the original

400*
speech; ability to retain and pass on figures, dates, names, facts, etc. correctly) – 100 points max

✓ Knowledge of relevant terminology (socio-economic, political, local development) – 100 point max

✓ Presentable appearance, deportment; ability to convey messages clearly, succinctly and accurately - 100 point max

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<thead>
<tr>
<th>Financial</th>
<th>30%</th>
<th>300</th>
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<tbody>
<tr>
<td>Unit price as per Financial Proposal</td>
<td></td>
<td>300</td>
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*Applied scoring system:

<table>
<thead>
<tr>
<th>Degree of compliance</th>
<th>Supporting Evidence</th>
<th>Scoring scale (% from maximum available score for the given sub-criteria)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Excellent evidence of ability to exceed contract requirements</td>
<td>80-100%</td>
</tr>
<tr>
<td>Good</td>
<td>Good evidence of ability to exceed contract requirements</td>
<td>60-80%</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Satisfactory evidence of ability to support contract requirements</td>
<td>40-60%</td>
</tr>
<tr>
<td>Poor</td>
<td>Marginally acceptable or weak evidence of ability to comply with contract requirements</td>
<td>10-40%</td>
</tr>
<tr>
<td>Very poor</td>
<td>Lack of evidence to demonstrate ability to comply with contract requirements</td>
<td>0-10%</td>
</tr>
<tr>
<td>No submission</td>
<td>Information has not been submitted or is unacceptable</td>
<td>0%</td>
</tr>
</tbody>
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR) FOR TRANSLATORS
ANNEX 2- TERMS OF REFERENCES (TOR) FOR INTERPRETERS
ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX 4 – IC CONTRACT FORM
ANNEX 5 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY
ANNEX 6 – FINANCIAL PROPOSAL