

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 March 2016

**Country:** Republic of Moldova

**Description of the assignment:** Individual Consultants to provide Translation Services on Framework basis to UNDP Moldova and UN Agencies

**Project name:** UNDP Moldova and UN Agencies

**Period of assignment/services:** one year, with possibility of extension for two additional years

Proposals should be submitted by pressing the "Apply Now" button no later than [March 30, 2016](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [olga.driga@undp.org](mailto:olga.driga@undp.org). UNDP will respond 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 applicants.

### 1. BACKGROUND

In order to reach out to the larger audience and create an understanding of UN's mission and work in the Republic of Moldova, it is essential that all key documents and meetings should be translated into several languages.

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

The Individual Consultants (hereinafter Translators) will be responsible for providing professional simultaneous, consecutive and written translation services from/into English and Romanian (vice versa) and from/into English and Russian (vice versa).

**For detailed information, please refer to Annex 1 – Terms of Reference.**

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualification

- University Degree in foreign languages, international relations or other relevant fields;

### Experience

- At least 3 years of progressively responsible experience in providing written and/or oral (consecutive and simultaneous) translation services in development sector or related fields;

### Competencies

- Familiarity with UN Terminology and UN's specific;
- Ability to manage and leverage UN Terminology;
- Strong communication, writing and translation skills;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status

### Language requirements

- Operational proficiency in written and spoken English, Romanian and/or Russian

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal: explaining why they are the most suitable for this position;
2. Personal CV and P11 form, including past experience in similar projects and the contact details of at least 3 reference persons.
3. Completed Annex 3 (where clearly indicate the type(s) of translation services to be provided.

## **5. FINANCIAL PROPOSAL**

The translation services will be provided at UNCT unified set of fees for translation/interpretation services.

### Travel

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **6. EVALUATION**

Initially, individual consultants will be short-listed based on the following **minimum qualification criteria**:

- University Degree in foreign languages, international relations or other relevant fields;
- At least 3 years of progressively responsible experience in providing written and/or oral (consecutive and simultaneous) translation services in development sector or related fields.

The short-listed individual consultants will be further evaluated based on the following methodology:

The award of the contract shall be made to the individual consultants whose applications have been evaluated and determined as:

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

Criteria	Scoring	Max. Points Obtainable
University Degree in foreign languages, international relations or other relevant fields	(BA – 10 pts, MA – 20 pts)	20
At least 3 years of progressively responsible experience in providing written and/or oral (consecutive and simultaneous) translation services in development sector or related fields	(3 years – 30 pts, each additional year – 10 pts, up to max. 60 pts)	60
Test	Written test – 220 points Oral test – 220 points	220
<b>Maximum obtainable score</b>		<b>300</b>

Only candidates obtaining a minimum of 210 points (70% from total obtainable score) would be considered for contracting.

The winning candidates will be the candidates who have accumulated the highest technical score:

- 1) First 10 candidates for English-Romanian-English language; and
- 2) First 5 candidates for English-Russian-English language.

Based on selected translation type (written and/or oral), the applicant will be further tested:

#### **Written\* Translation Assessment:**

Criteria	Error points (for each mistake)
<b>Terminology**</b> The term is correctly translated but does not correspond to the UN terminology.	- 6 points
<b>Mistranslation</b> Words/word combinations/set expressions/idioms have been mistranslated. Unsuitable lexical choice.	- 4 points
<b>Omission</b> Words/phrases/sentences are missing from the translation.	- 4 points
<b>Addition</b> Information/words/ phrases that are missing in the source text have been added.	- 4 points
<b>Inconsistency</b> The translated text has inconsistent information (e.g. incorrect due date in the translated text).	- 1 points
<b>Style</b> The translated text does not preserve the register of the text in the source language. Awkward tone, repetition etc.	-4 points
<b>Spelling</b> Words are misspelled, provided they do not modify the meaning of the text.	- 1 points
<b>Grammar</b> Grammar errors (morphology and syntax).	- 4 points
<b>Punctuation</b> Errors in punctuation.	- 1 points
<b>Maximum score</b>	<b>220 points</b>

*\*Please feel free to bring your own dictionary(ies) to use during written test*

*\*\* To check on UN Terminology please visit UNTERM website (<https://unterm.un.org>)*

**Oral Translation Assessment:**

Criteria	Error points (for each mistake)
<b>Pronunciation</b> : phoneme, tone, stress, intonation	-4 points
<b>Fluency</b> : hesitation, fragmentation, incomplete sentence	-2 points
<b>Listening comprehension</b> : Slow rate of speech, length of sentence, length of speech	-2 points
<b>Grammar</b> : parts of speech, word order, agreement, verb tense, clause	-4 points
<b>Style</b> : Register, awkward tone, repetition etc.	-4 points
<b>Addition</b> : Information/words/ phrases that are missing in the source text have been added.	-5 points
<b>Inconsistency</b> : Inconsistent information (e.g. incorrect due date in the translated text)	-5 points
<b>Terminology**</b> : Terms are correctly translated but do not correspond to the UN terminology.	-6 points
<b>Mistranslation</b> : The message of a sentence or passage is incorrectly rendered in the TL.	-5 points
<b>Omission</b> : Sentences or the intended message/ some information is missing.	-5 points
Rubric for Simultaneous Interpretation = <b>TOTAL 110 points</b> Rubric for Consecutive Interpretation = <b>TOTAL 110 points</b>	
<b>Maximum score</b>	<b>220 points</b>

\*\* To check on UN Terminology please visit UNTERM website (<https://unterm.un.org>)

**ANNEXES:**

**ANNEX 1 – TERMS OF REFERENCES (TOR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**