



Empowered lives. Resilient nations.

TERMS OF REFERENCE

| | |
|---|--|
| Job Title: | Individual Consultants to provide Translation Services on Framework basis to UNDP Moldova and UN Agencies |
| Type of Contract: | Long Term Agreement |
| Duty Station: | Chisinau, Moldova |
| Expected duration of assignment: | one year, with possibility of extension for two additional years |

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.

In order to support their needs, as well as the needs of their projects and partners operations, the UN Agencies in the Republic of Moldova are procuring fairly a large volume of translation services, and have decided to join efforts for entering into a Long Term Agreement with qualified translators to provide professional simultaneous, consecutive and written translation services from/into English and Romanian (vice versa) and from/into English and Russian (vice versa).

UNDP Moldova has been selected as the Lead Agency to organize and conduct the process for identifying qualified translators on behalf of the following UN Agencies in Moldova: IMF, WHO, IOM, UNHCR, UNFPA, UNAIDS, UNICEF, UN Women, OHCHR, EBRD. UNDP Moldova, on behalf of the UN Agencies listed above, envisages entering into Long Term Agreement with qualified translators for an initial period of one year with the option to extend it for two additional years, subject to a satisfactory performance evaluation.

OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

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).

The Translators are expected to provide the following services:

1. **Written translation of documents (including but not limited to: speeches, letters, reports, minutes, articles, newsletters etc.) in specified timeframe, as per below requirements and specifications:**

- a) Timeframe for written translation:

| volume (pages) | regular | urgent |
|----------------|---------|--------|
| 1 - 15 pages | 2 days | 1 day |
| 16 - 50 pages | 5 days | 3 days |
| 51 - 100 pages | 10 days | 6 days |

One conventional page contains 1800 characters (without spaces) in the source document, including textboxes, footnotes and endnotes of source text.

For PowerPoint presentations, 1 page = 300 words.

- b) Translators are expected to provide timely and accurate translations of documents into/from Romanian, Russian and English;
- c) Translators are expected to perform terminology research (i.e. on UN Term websites, other) to ensure the accuracy and appropriateness of all translations;
- d) Documents submitted for translation may include: texts, tables, boxes, photo captions, figures, charts and annexes;
- e) The workload might be distributed unequally over time with more and less intense periods of work.

2. **Consecutive and simultaneous translations services, as per below requirements and details:**

- a) Translators are expected conduct a desk review study from the documentation provided by the UNDP or other sources prior to the assignment/meeting for the identification of the use of correct/technical vocabulary/terminology;
- b) Translators must provide clear and accurate simultaneous/consecutive interpretation from/into Romanian-English and from/into Russian-English (and vice versa), bearing in mind that participants may be governmental representatives making statements, discussing and making decisions on important substantial matters related to policies, project management, administrative issues, etc.;
- c) Translators should demonstrate flexibility and provide solutions, in case meeting sessions exceed their regular duration in order to continue interpretation without interruption;
- d) In case of a meeting/event cancellation, UN Agencies will inform the Translator with 24 hours in advance. No payments are envisaged for late cancelation.

Important notice: When applying, Translators must select and clearly indicate the type(s) of translation that he/she applies for, as per below categories:

1. Romanian-English- Romanian Written translation;
2. Russian-English- Russian Written translation;
3. Romanian-English- Romanian oral (consecutive and simultaneous) translation;
4. Russian -English- Russian oral (consecutive and simultaneous) translation.

CONFIDENTIALITY

Materials provided to Translators and all proceedings within the framework contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

ORGANIZATION CONTEXT

The UN Agencies will provide background materials, for the Translators' review, reference and use. Neither the UN Agencies nor any of the project partners are required to provide any physical facility for the work of the Translators.

The UN Agencies and/or the relevant project partners will facilitate meetings between the Translators and other stakeholders, when needed.

SKILLS AND EXPERIENCE REQUIRED

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

PERFORMANCE EVALUATION

Contractor's performance will be evaluated against timeliness, responsibility, initiative, accuracy, and overall quality of the delivered products.

FINANCIAL ARRANGEMENTS

The contract to be signed between UNDP and successful candidate will not entail a financial commitment from UNDP. The financial commitment will be established on an ad-hoc basis each time services are officially requested by the UN Agencies.

Neither this document nor the LTA that will be signed shall set a minimum guarantee on volume of translation services on the part of the UN Agencies. The successful translators shall neither be allowed to impose such a guarantee of volume from the UN Agencies at any time before or during the life of the LTA.

Payment terms and conditions will be specified in the Certification of Payment. Payments will be made against submission of the deliverable(s) and approval of such deliverables by the UN Agencies.