



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2nd May 2019

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: three years

Proposals should be submitted by pressing the "Apply Now" button no later than [21 May, 2019](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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, 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;
4. Portfolio of performed translations, as per requirements detailed in evaluation criteria (please refer to conditions set in lieu of testing, page below)

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 ¹	Written test – 220 points Oral test – 220 points	220
Maximum obtainable score		300

¹ – An extensive professional experience of at least 7 years in translation services can be considered in lieu of testing. In support of this statement, the applicant shall provide:

- a) For written translation – at least 5 translated printed/published publications (EN-RO-EN or EN-RU-EN as applicable), proved by: published reports, materials of high-level conference, published guidelines, etc.;
- b) For oral translation – at least 5 high-level events: attended by high-level representatives of central public authorities, such as ministers, vice ministers, state secretaries and/or heads of UN Agencies or of international organizations, supported through consecutive or simultaneous translation proved by email/order confirmation from requestor (UN Agency or any other international organization).

In the case the submitted proves of extensive professional experience, as per details described above, are found by evaluation committee insufficient, the applicant shall be invited for testing.

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 16 candidates for English-Romanian-English language (8 for oral and 8 for written); and
- 2) First 8 candidates for English-Russian-English language (4 for oral and 4 for written).

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

Written* Translation Assessment:

Criteria	Error points (for each mistake)
Terminology** The term is correctly translated but does not correspond to the UN terminology.	- 6 points
Mistranslation Words/word combinations/set expressions/idioms have been mistranslated. Unsuitable lexical choice.	- 4 points
Omission Words/phrases/sentences are missing from the translation.	- 4 points
Addition Information/words/ phrases that are missing in the source text have been added.	- 4 points
Inconsistency The translated text has inconsistent information (e.g. incorrect due date in the translated text).	- 1 points

Style The translated text does not preserve the register of the text in the source language. Awkward tone, repetition etc.	-4 points
Spelling Words are misspelled, provided they do not modify the meaning of the text.	- 1 points
Grammar Grammar errors (morphology and syntax).	- 4 points
Punctuation Errors in punctuation.	- 1 points
Maximum score	220 points

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

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ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS