

UNICEF Lebanon Terms of reference (TOR) for LTA

PROJECT/ASSIGNMENT TITLE:

Provision of Translation, Simultaneous Interpretation Services, and Editing and Sound Equipment rental

Objectives:

The Office of the United Nations Children’s Fund (UNICEF) in Beirut plans to negotiate a contract with a reliable institution or consultant for the establishment of a Long-Term Agreement for a period of one year with a possibility of an extension on a yearly basis up to three years for the provision of one or all the following services.

1. Translation
2. Simultaneous interpretation
3. Editing
4. Sound Equipment rental

Purpose of Assignment and Scope of work:

1. Translation services.

The contractor will translate documents from:

Arabic to English, English to Arabic
 French to Arabic, Arabic to French
 English to French, French to English

2. Interpretation.

The contractor will make simultaneous interpretations in Beirut and outside Beirut as follows:

Arabic to English, English to Arabic
 French to Arabic, Arabic to French
 English to French, French to English

Interpretation: half day

Interpretation: full day

3. Editing.

4. Sound Equipment rental:

Interpreter to quote for sound equipment if she or he could provide the service and advise what it covers (microphone, speakers, booth, headphones, etc., ...) from 20 participants up to 150 participants in case needed.

Deliverables:

1. **Translation:** The standard timeframe for the written translation delivery shall be as follows:

Translation Volume (A4 Page)	Time Frame	
	Ordinary translation	Urgent translation
1 – 15	2 days	1 day
16 – 50	5 days	3 days or less
51 – 100	10 days	6 days or less
101 and above	20 days	15 days or less

- Producing a 100% accurate translated text. Content accuracy includes detailed comparison of content, facts and figures and making sure there are no omissions from the source; translations and proofreading all footnotes and/or endnotes, captions under photographs, lists etc.
- Ensuring language excellence and proofreading, including excellent vocabulary, syntax, expression and grammar as well as all relevant terminology.
- Ensuring quality check and proofreading of translation; ensuring that no typographical errors are left in the final text.
- The translation submitted to UNICEF under this TOR is the property of UNICEF and cannot be submitted, distributed to or used by any other party, unless arranged otherwise.
- The translated documents should be submitted to UNICEF as a Hard Copy and soft copy by email and on a CD using a standard acceptable application.

2. Simultaneous Interpretation Services

- Provide high quality simultaneous/consecutive interpretation services English/Arabic or French and vice versa) during meetings, workshops and seminars and other activities.
- Ensure effective and efficient provision of services, while maintaining full confidentiality in all aspects of assignment, management of information and follow-up on deadlines and commitments made.

3. Editing

- **Substantive/development editing:** restructure and/or rewrite parts of the briefs and reports to improve the overall structure and make the documents as functional as possible for its intended audience. Examine if information is missing or redundant and if the order is logical. Eliminate repetitive information and shorten text where possible. Highlight key messages for policy makers and project stakeholders. Review 'retrieval aids' (table of contents, (subheadings, etc.) to break up text and make it more readable. Ensure that the text 'flows', that it is sensible, fair, and accurate. If a passage is unclear or an assertion seems questionable, liaise with UNICEF to seek clarification. Develop/extract chapter summaries with key messages.
- **Data editing:** As relevant, review all tables and charts for inconsistencies or possible errors and work remotely with UNICEF staff and EMIS consultants to correct. Ensure that all tables and charts are clearly and correctly labeled and optimally formatted. As needed, strengthen key findings and messages for tables and charts.
- **Copy-editing:** ensure the reports are written in outstanding English and that the writing style and tone of the report is clear and concise. Identify and correct errors (grammar, punctuation and use of words) related to the use of language. This may include any of the following: correction of grammatical mistakes, misspellings, mistyping, incorrect punctuation, inconsistencies in usages, poorly structured sentences, wrong scientific terms, wrong units and dimensions, inconsistency in significant figures, technical ambivalence, correction of statements conflicting with general scientific knowledge, correction of synopsis, content, index, headings and subheadings, correcting errors in citations and referencing in a coherent manner and in adherence to the UNICEF Style Book.
- **Standardize table of contents;** headers and footers; titles and sources of tables and charts; footnotes and endnotes and references and in-text citations. Ensure that all artwork (charts, tables, maps) is suitable for printing. Ensure all elements of the reports are ready for design production.

Responsibilities:

1. Translation:

The contractor will be responsible to provide his own translation in a soft copy through email or on a CD, using his/her own equipment, office space, transport, etc., ...

2. Interpretation:

The interpreter will arrange for his/her own transport.

Interpretation/Communication equipment will be provided by UNICEF or rented, as the case may be.

3. Editing:

The contractor will be responsible to provide his own editing in a soft copy through email or on a CD, using his/her own equipment, office space, transport, etc., ...

4. Sound Equipment rental

Interpreter to quote for sound equipment if she or he could provide the service and advise what it covers (microphone, speakers, booth, headphones, etc., ...) from 20 participants up to 150 participants in case needed.

Qualification Requirements for the three requested services:

The institution should have a team composed of a minimum of 2 translators/ interpreters having the following mandatory requirements:

- Master's degree in translation and/ or interpretation services (copy of degree to be shared);
- Minimum of 5 years of proven experience in translation/ interpretation (CV to be shared).
- Proven track record of delivering translation/interpretation services with other UN agencies is an asset (letters to reference to be shared).
- Previous work with humanitarian agencies and/or on humanitarian issues is an asset (copy of contracts to be shared)

The above mandatory requirements apply to experts applying to this tender.

Technical Submission

Technical Evaluation Criteria:

Bidders are encouraged to ensure they meet the below requested evaluation and qualification criteria

Technical evaluation is composed of 70 points

Minimum successful score for the technical evaluation is 49 points

Evaluation Criteria

Technical Evaluation Score		70
1	<p>Team member's composition and qualification.</p> <p>Minimum 5 years of proven experience in translation and/or interpretation (First five years will get 10 points, each subsequent year of experience will get 2 points up to 20 points)</p> <p>Please provide CVs of relevant team members or CV of the translator/interpreter for individual submissions.</p>	20 points
2	<p>Proven track record of delivering similar services for UN agency or similar organizations. Please provide copy of previous contracts with reference letters. (5 points per reference letter up to 25 points)</p>	25 points
3	<p>Excellent level in translation and/or interpretation in English, Arabic, French and other UN language (provide sample reports- 5 points per report up to 25 points)</p>	25 points

Financial Offer

Only bidders obtaining the minimum pass mark in the technical evaluation (49 points) will be considered for the financial evaluation.

Bidders should fill the attached table for calculation of the financial evaluation.

Financial evaluation is composed of 30 points. The lowest financial offer will obtain 30 points.

No	Translation Services	Unit	Unit cost (US\$)
1	Translation Arabic-English up to 10 pages i.e., 250 words x up to 10 pages	Per page	
2	Translation Arabic-English up to 50 pages i.e., 250 words x up to 50 pages	Per page	
3	Translation Arabic-English up to 100 pages i.e., 250 words x up to 100 pages	Per page	
4	Translation Arabic-English above 100 pages i.e., 250 words x more than 100 pages	Per page	
5	Translation English -Arabic up to 10 pages i.e., 250 words x up to 10 pages	Per page	
6	Translation English -Arabic up to 50 pages i.e., 250 words x up to 50 pages	Per page	
7	Translation English –Arabic up to 100 pages i.e., 250 words x up to 100 pages	Per page	
8	Translation English –Arabic above 100 pages i.e., 250 words x more than 100 pages	Per page	
9	Translation Arabic-French up to 10 pages i.e., 250 words x up to 10 pages	Per page	
10	Translation Arabic-French up to 50 pages i.e., 250 words x up to 50 pages	Per page	
11	Translation Arabic-French up to 100 pages i.e., 250 words x up to 100 pages	Per page	
12	Translation Arabic-French above 100 pages i.e., 250 words x more than 100 pages	Per page	

13	Translation French-Arabic up to 10 pages i.e., 250 words x up to 10 pages	Per page	
14	Translation French -Arabic up to 50 pages i.e. 250 words x up to 50 pages	Per page	
15	Translation French-Arabic up to 100 pages i.e., 250 words x up to 100 pages	Per page	
16	Translation French –Arabic above 100 pages i.e. 250 words x more than 100 pages	Per page	
17	Translation English French up to 10 pages i.e., 250 words x up to 10 pages		
18	Translation English French up to 50 pages i.e., 250 words x up to 50 pages		
19	Translation English French up to 100 pages i.e., 250 words x up to 100 pages		
20	Translation English French above 100 pages i.e., 250 words x more than 100 pages		
21	Translation French-English up to 10 pages i.e., 250 words x up to 10 pages		
22	Translation French-English up to 50 pages i.e., 250 words x up to 50 pages		
23	Translation French-English up to 100 pages i.e., 250 words x up to 100 pages		
24	Translation French-English above 100 pages i.e., 250 words x more than 100 pages		
Interpretation Services			
25	Interpretation for one interpreter half day (4 hours)	Half day	
26	Interpretation for one interpreter half day (4 hours) with the interpreter voice recording	Half day	
27	Interpretation for one interpreter full day (8 hours)	Full day	
28	Interpretation for one interpreter full day (8 hours) with the interpreter voice recording	Full day	
Rental of sound equipment			
29	If interpreter has this service, should quote for the provision of the following equipment: Headsets, speakers, booth, microphones, etc.,)	Half day (4 hours)	
30	If interpreter has this service, should quote for the provision of the following equipment: Headsets, speakers, booth, microphones, etc.,)	Full day (8 hours)	
Transportation:			
Interpreter to quote for transportation in case interpretation needed outside Beirut as follows:			
31	Bekaa Zahle/Baalbeck		
32	South Saida/Tyr		
33	North Tripoli		
34	Northe Kobayat		
Editing Services			
35	Editing up to 10 pages i.e., 250 words x up to 10 pages	per page	
36	Editing up to 50 pages i.e., 250 words x up to 50 pages	per page	
37	Editing up to 100 pages i.e., 250 words x up to 100 pages	per page	
38	Editing above 100 pages i.e., 250 words x more than 100 pages	per page	

Timing/Duration of Contract: One year LTA with possibility of extensions on a yearly basis up to three years based on office need, market price and satisfactory performance.

Duty Station: Lebanon

