

Terms of Reference
Roster of Translators English-Lao and Lao-English
UNDP Lao PDR

Duty Station: UNDP, Vientiane, Lao P.D.R.
Contract type: Retainer under Special Service Agreement (SSA)
Duration: Two years (renewable)

Background:

The United Nations Development Programme (UNDP) in Lao PDR periodically needs the services of translators to translate texts from Lao into English and from English into Lao as well as provide simultaneous translation during seminars, workshops, conferences and official visits. UNDP Lao PDR aims to build a roster of translators from which it can draw to fulfill a variety of short-term, freelance assignments during the contractual period. For texts translation the assignment will be carried out **remotely and work will be submitted via email**. For simultaneous translation the assignment will be carried out at the site of the event.

Nature of the Assignment

A Lao-English, English-Lao translator is required to translate a variety of materials including speeches, press releases, brochures and reports produced by and for the use of UNDP. Areas frequently covered by such documents include Governance, Environment, Legal Issues, Poverty Reduction, Crisis prevention and Recovery, gender, HIV/AIDS, Capacity Development and Trade. The translator is expected to translate materials into English or Lao as required or to provide simultaneous translation during seminars, workshops, conferences and official visits organized by UNDP.

Competencies:

Professionalism:

Good English and Lao writing skills; good translation skills with capacity to detect and understand nuances in the original text; knowledge of agreed terms for international and Government organizations and development concepts; good grasp of the subject matter; ability to use all sources of reference; attention to detail and ability to maintain an adequate speed and volume of output.

Planning and Organizing: Ability to establish priorities, plan, coordinate and monitor own work and to deliver work on time within agreed deadlines.

Teamwork: Good coordination with others to ensure consistency of terminology and style; and demonstrated ability to gain the support and cooperation of others in a team environment, with sensitivity and respect for diversity.

Communication: Good interpersonal and communication skills.

Technological Awareness: Experience in using word processing and other computer applications.

Required Qualifications

Work Experience: To be selected for the roster, candidates must have at least five years experience in translation in at least one of the areas listed above.

Education:

Successful candidates must have an advanced university degree in foreign languages, public policy, economics or other related field.

IT skills: candidates should be familiar with Microsoft Office applications and internet tools.

Submission requirements:

Lot -1 Translation of texts from English to Lao and from Lao to English

Lot -2 Simultaneous translation from English to Lao and from Lao to English

Proposal should be submitted in a sealed envelope for any Lot at the following address:

**United Nations Development Programme
Lane Xang Avenue, P.O. BOX 345,
Vientiane, Lao PDR
Attention: Procurement Unit**

or by email to lao.procurement@undp.org no later than **15 March 2010**.

ATTENTION: Please indicate **on the envelop** or on **e-mail subject** the following reference "**Lot -1 Translation** " or "**Lot – 2 Simultaneous Translation**" whichever applicable. UNDP will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same.

Any request for clarification must be sent in writing, or by standard electronic means, to the address indicated above or to the following e-mail: diyer.rasulov@undp.org.

Interested individual consultants must submit the following documents/information and demonstrate that they are qualified:

- 1) A resume and cover letter;
- 2) Three (3) examples of recent, relevant translation work. Each should be no longer than five pages (applicable only for Lot-1);
- 3) A list of areas of proven translation experience (example: gender, democratic governance, poverty reduction);
- 4) A list of three references;
- 5) Financial offer: **Lot- 1** Rate for translation and revision per page (A4 paper, average 550 words, font 11pt) specifying the target and source of language. The rate must be expressed in US dollars. (For example: X dollars for translation from English to Lao, and Y dollars from Lao to English.

Lot-2 Rate per hour for simultaneous translation.

Note: Applications without financial offer will not be considered.

Note: Please note that only short-listed candidates will be notified. Qualified female candidates are strongly encouraged to apply.
For more detailed information about UNDP Lao PDR please visit our website at <http://www.undplao.org>

Evaluation of proposals:

Individual consultants will be evaluated based on lowest price technically compliant offer. Evaluation of the proposals will be done on a Lot by Lot basis.

The following criteria will be used during the evaluation:

- a) Completeness of the proposal;
- b) Responsiveness to the TOR;
- c) Quality of provided translation work samples (for Lot-1) ;
- d) Price