

## UNICEF Libya Terms of reference (ToR)

### PROJECT/ASSIGNMENT TITLE:

**Provision of Translation, Simultaneous Interpretation Services and Editing – LTAs (Libya and Tunisia)**

### Objectives:

The Office of the United Nations Children’s Fund (UNICEF), in Tripoli, plans to negotiate a contract with a reliable institution or consultant for the establishment of a Long Term Agreement for a period of one (1) year with a possibility of an extension on a yearly basis up to three (3) years for the provision of one or all of the following services ;

1. Translation
2. Simultaneous interpretation
3. Editing

In order to minimize administration time/cost and increase cost effectiveness, a Long-Term Arrangement (LTA) is required with a company/companies to meet the needs of UNICEF Libya Office in the field of Translation services in Libya and Tunisia.

### 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
- French to English

#### 2. Interpretation:

The contractor will provide Simultaneous Interpretation in Tripoli and/or Tunis and outside Tripoli and/or Tunis, as required, as follows:

Arabic to English, English to Arabic

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 does it cover (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/memory stick using a standard acceptable applications.

### 2. Simultaneous Interpretation Services

- Provide high quality simultaneous/consecutive interpretation services English/Arabic 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, (sub headings, 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 assigned 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 or memory stick, using his/her own equipment, office space, transport, etc,...

##### **2. Interpretation:**

Interpreter will arrange for his transport if the assignment is within Libya and/or Tunisia; UNICEF will facilitate coordination and access to project facilities whenever there is a field trip Interpretation/Communication equipment will be provided by contractor 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 and/or memory stick, using his/her own equipment, office space, transport, etc,...

#### **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:**

- 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 individual experts.

**Expected Budget for the Consultancy and Terms of Payment**

- 1- Translation: Estimated cost of US\$ 35,000/year
- 2- Interpretation: Estimated cost of US\$ 30,000/year
- 3- Editing: Estimated cost of US\$ 10,000/year

Payment term: payment upon delivery of services for each assignment

**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**

<b>Technical Evaluation Score</b> 70 (min 49%)		
<b>1</b>	Team member’s composition and qualification.  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) Please provide CVs of relevant team members or CV of the translator/interpreter for individual submissions.	20 points
<b>2</b>	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)	25 points
<b>3</b>	Excellent level in translation and/or interpretation in English, Arabic, and other UN language (provide sample reports- 5 points per report up to 25 points)	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	
	<b>Interpretation Services</b>		
9	Interpretation for one interpreter half day (4 hours)	Half day	
10	Interpretation for one interpreter full day (8 hours)	Full day	
	<b>Rental of sound equipment</b>		
11	If interpreter has this service, should quote for the provision of the following equipment: microphone, speakers, booth, microphones, etc,...)	Half day (4 hours)	
12	If interpreter has this service, should quote for the provision of the following equipment: microphone, speakers, booth, microphones, etc,...)	Full day (8 hours)	
	<b>Transportation:</b>		
	Interpreter to quote for transportation in case interpretation needed outside Tripoli as follows:		
13	Benghazi		
14	Sebha		
15	Zawia		
16	other cities		
	<b>Editing Services</b>		
17	Editing up to 10 pages i.e. 250 words x up to 10 pages	per page	
18	Editing up to 50 pages i.e. 250 words x up to 50 pages	per page	
19	Editing up to 100 pages i.e. 250 words x up to 100 pages	per page	

20	Editing above 100 pages i.e. 250 words x more than 100 pages	per page	
<p><b>Timing/Duration of Contract:</b></p> <p>One-year LTA with possibility of extensions on a yearly basis up to three years.</p>			
<p><b>Duty Station:</b></p> <p>UNICEF Tripoli, Libya</p>			