

## **Terms of Reference (TOR)**

### **Background**

The Mongolia Country Office of the United Nations Population Fund (UNFPA) on behalf of UN Agencies (UNDP, UNICEF, WHO, FAO, ILO, IOM, UN-Habitat Representations) in Mongolia is soliciting offers for Translation, Interpretation and Editing Services with intention of signing non-exclusive Long Term Agreements (LTAs) with potential institutions and/or individuals for provision of high quality and timely translation and interpretation services.

UNFPA Mongolia intends to issue LTA for a period of two (2) years, which can be subject to renewal for one additional term of one (1) year, at the sole discretion of UNFPA, subject to tariffs and rates being agreed upon by the institution/individual and to satisfactory performance. However, UNFPA reserves the right to discontinue the use of the LTA with a selected company/individual if the service level or performance delivery level is not satisfactory to UNFPA on behalf of the UN system, or the pricing becomes uncompetitive in the market place.

### **Scope of Work**

The selected contractor shall perform:

- Written translation from/to English and Mongolian languages
- Editing of translated documents in English and/or Mongolian languages
- Consecutive interpretation from/to English and Mongolian languages
- Simultaneous interpretation from/to English and Mongolian languages

The scope of services will include, but may not be limited to translating, editing and interpreting from/to English and Mongolian languages in the following areas:

- Human rights
- Democratic Governance
- Poverty Reduction
- Economic and Social Development and Policy
- Crisis/Conflict Prevention and Recovery
- Disaster Risk Reduction and Climate Change
- Energy and Environment
- Refugee/Internally Displaced Persons
- Food Security
- Nutrition
- Education
- Child Rights and Child Protection
- Gender Issues/Gender-Based Violence
- Health Issues including HIV/AIDS/STI, Sexual and Reproductive Health and Rights
- Population and Development
- Youth development, and Adolescent health
- Public Planning and Budgeting
- Water, Sanitation and Hygiene
- Early Childhood Development
- Air pollution
- Agriculture: plant protection, livestock/pasture related terminologies and legal documents
- Forestry, Bio-diversity and forest management implementation
- Reducing Emission Deforestation and Degradation



- Legal documents

The selected contractor will undertake the following specific tasks related to translation, interpretation and editing:

- 1) Translation and editing of UN/UNFPA internal documents such as: messages, reports, texts for bulletins, UN rules, regulations and guidelines, any other internal texts as required. The translated text has to be delivered in MS Word, PowerPoint or Excel files, as required.
- 2) Translation and editing of UN/UNFPA external documents such as: materials for the media, including press releases, media advisories, publications, reports, and other editorial-related texts. These texts could be for print publications, or broadcast on the web. The translated text has to be delivered in MS Word, PowerPoint or Excel files as required.
- 3) All text, including text contained in figures, boxes, tables, photo captions, sources and covers require translation and proofreading. Proofreading and editing will be done primarily using Microsoft Office programs such as Word, Excel, PowerPoint. Proofreading and editing of documents will make use of track changes.
- 4) The translator is expected to perform terminology research (i.e. on UN/UNFPA Term websites and others) to ensure the accuracy and appropriateness of the terminologies used in all translations. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to UNFPA.

### **Place of Work**

UNFPA will not offer office space and the selected contractor is expected to have their own space and equipment. The selected contractor shall also arrange their own transportation including email access.

### **Performance indicators and Evaluation**

The selected contractors shall be evaluated against the following indicators upon delivery of each assignment:

Rating (1-5 where 5 is the highest)

- Acceptance of and Adherence to UN/UNFPA Procedures
- Initiative
- Experience
- Technical Competence
- Performance Efficiency
- Timeliness of Delivery
- Quality of Products

UNFPA will perform evaluation on delivery of each assignment and provide regular and annual feedbacks on quality and timeliness of products to ensure the performance of selected contractor is at appropriate level during the LTA period.

### **Deliverables and Outputs**

- The document to be translated and edited in a manner that no additional editor needs to be hired for finalizing the work.
- The document to be submitted in Microsoft Word format.
- Fonts to be used: Times New Roman or Arial, font size:12, line spacing: single

- Word count: Words of original document will be counted

### Rates and fees

#### Written translation

Item	Description	Language	Required time	Translation Fee (regular)	Translation Fee (urgent)
1	1000 Words	Mongolian to English			
2	1000 Words	English to Mongolian			

Note: Urgent rate will be applied based on above required time for translating 1000 words

#### Editing

Item	Description	Language	Required time	Translation Fee (regular)	Translation Fee (urgent)
1	1000 Words	Mongolian to English			
2	1000 Words	English to Mongolian			

Note: Urgent rate will be applied based on above required time for translating 1000 words

#### Consecutive translation

Item	Description	Language	Translation Fee
1	1 day = 8 hours	Mongolian to English and vice versa	
2	1 hour	Mongolian to English and vice versa	

#### Simultaneous translation

Item	Description	Language	Translation Fee
1	1 day = 8 hours	Mongolian to English and vice versa	
2	1 hour	Mongolian to English and vice versa	

### Selection process

The selection process will be conducted as per the two stages listed below:

- Shortlisting – initial review of curriculum vitae (CV) or profile of applicant institutions/individuals against minimum requirements of the Terms of Reference;
- Written translation test – shortlisted applicants shall take a written translation test where they will be asked to perform brief written translations of texts related to the above-mentioned fields. The applicants got at least 70% of total obtainable score will be considered as passing the exam.
- Oral translation test - shortlisted applicants shall take an oral translation test where they will be asked to perform brief oral translations related to the above-mentioned fields. The applicants got at least 70% of total obtainable score will be considered as passing the exam.

Note: Applicants who have previously had contract with UN/UNFPA with satisfactory performance record shall be exempted from written/oral translation test.

### Supervision



The LTA shall be managed and monitored by UNFPA Operations Analyst while individual assignments for translation services will be managed and coordinated by UN/UNFPA relevant staff (LTA user) responsible for contracting each individual assignment. Should there be a need, UNFPA will provide direction to enhance ability of the individual to provide quality services on a timely basis.

### **Penalty Clause**

UN/UNFPA reserves the right to withhold up to 30% of the total fee of the assignment in case that deliverables are not submitted on schedule or do not meet the required standard (e.g. work requires substantive editing or incorrect use of technical terms and standard wordings).

### **Payment**

UN/UNFPA will process payments upon completion of deliverables and acceptance by respective LTA User within 30 calendar days.

To reduce minimum valued transactions, UN/UNFPA shall combine payments of below USD100 in value and settle these on a quarterly basis. Payments exceeding this threshold will be made upon the completion of deliverables in accordance with UNFPA terms and conditions.

### **Qualifications and requirements**

- University degree in translation or linguistics or related field.
- At least two years of proven record of working experience providing high quality translation/interpretation services.
- Experience of working with international or bilateral organizations is a plus.
- Proven technical translation/interpretation skills in English and Mongolian in the UN/UNFPA fields.
- Ability to produce a high volume of quality content with speed.
- Ability to provide translation/interpretation services on a short notice.
- Ability to work under pressure and with minimum supervision and meet strict deadlines.

### **Documentation to be submitted to UNFPA;**

- Copy of diplomas
- CV of applicant individuals
- Profile of applicant institutions and CVs of the proposed translators
- At least 2 reference letters on translation service
- Area of translation experience (to be submitted as per the attached Excel sheet)
- Price quotation (as per the attached template)
- Publication materials translated/edited by the applicants can be submitted as a supplementary
- Other documents required by Request for Proposal document

**Area of translation experience/capability**

Topics	Has experience/capability (Yes/No)
• Human rights	
• Democratic Governance	
• Poverty Reduction	
• Economic and Social Development and Policy	
• Crisis/Conflict Prevention and Recovery	
• Disaster Risk Reduction and Climate Change	
• Energy and Environment	
• Refugee/Internally Displaced Persons	
• Food Security	
• Nutrition	
• Education	
• Child Rights and Child Protection	
• Gender Issues/Gender-Based Violence	
• Health Issues including HIV/AIDS/STI, Sexual and Reproductive Health and Rights	
• Population and Development	
• Youth development, and Adolescent health	
• Social Policy	
• Public Budgeting	
• Water, Sanitation and Hygiene	
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