

## Annex 2



## TERMS OF REFERENCE for the Translator on rendering services to State Directorate on recovery and development of Osh and Djalal-Abad cities

<b>Project Name</b>	UNDP DGP, PID 00076258
<b>Short title of Assignment:</b>	Translator on rendering services to State Directorate on recovery and development of Osh and Djalal-Abad cities
<b>Duty station:</b>	Osh, Kyrgyz Republic
<b>Type of Contract:</b>	Individual Contract
<b>Duration of Contract:</b>	Upon signing the contract till 30 November, 2011

### BACKGROUND

Implementation of the project: "Capacity building of the State Directorate for early recovery post-crisis needs assessment, recovery planning and restoration of Osh and Jalal-Abad cities of the Kyrgyz Republic" during half of the year showed that the State Directorate needs more assistance with its capacity building. Hired staff came from different organizations and most of them didn't work with projects and programmes. They need a number of trainings on different subjects to manage their main duties to organize and coordinate the tasks related to: reconciliation of people's livelihood and restoration of infrastructure for Osh and Jalal-Abad, resource mobilization and effective resource management, monitoring and evaluation of projects and programs for reconstruction of Osh and Jalal-Abad. They need mentoring and coaching throughout the year to be effective in their work and lead recovery activities in the South in a proper way. State Directorate should develop multi-year evidence based on development strategy, rolling budgeted work plan to effectively implement legislation, policies, and strategies that aim to enhance social inclusion and development. And in all that UNDP DGP is going to assist with planned activities for 2011. There are activities directed at broader involvement of youth into reconciliation process in the country's South and promotion of effective community outreach, public information to ensure the voices of all affected: women, youth, families, vulnerable and other groups for peace and better service delivery can be heard.

The State Directorate on recovery and development of Osh and Djalal-Abad cities needs daily services of the professional translator for more effective work with the international and donor organizations and other interested parties.

In this connection, DGP intends to hire a translator on rendering services to State Directorate on recovery and development of Osh and Djalal-Abad cities.

### OBJECTIVE

To provide assistance to SDRD and Director General directly with the issues of translation support in accordance with the implemented project

### SCOPE OF WORK

Translator under immediate supervision of the Director General and in close collaboration with the DGP Manager will have to carry out the following tasks:

1. To provide technical and consultative assistance to SDRD and directly to SDRD Director General in accordance with SDRD Plan for Action;
2. To ensure regular support of the SDRD's website in English (in Kirghiz language is an asset)
3. Translation of the information required for the SDRD's management and staff;
4. Oral and written translation at meetings (if necessary);



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5. Perform other duties when required by SDRD and DGP management/Coordinator for effective implementation of the project;
6. To travel to the regions of the country when required;
7. To draft mid-term and final reports in accordance with Plan and Schedule of work.

### FINAL DELIVERABLES

	PRODUCTS	DEADLINE	PAYMENT STRUCTURE
1.	First midterm report is submitted and approved by DGP Component Coordinator upon approval SDRD	31 March, 2011	25% of the total amount
2.	Second midterm report is submitted and approved by DGP Component Coordinator upon approval SDRD	30 June, 2011	25% of the total amount
3.	Third midterm report is submitted and approved by DGP Component Coordinator upon approval SDRD	30 September, 2011	25% of the total amount
4.	Final report submitted and approved by the Programme Management upon approval SDRD	30 November, 2011	25% of the total amount

### REPORTING REQUIREMENTS

Translator will submit midterm reports (monthly) and final reports. Payment for the work will be done on a monthly basis after submission of each report upon approval by DGP Component Coordinator. After approval of the final report, the remaining sum will be paid to the expert.

### QUALIFICATION AND COMPETENCY REQUIREMENTS

- University degree in foreign languages (English) or philology;
- Practical work experience in translation with international organizations and projects not less than 5 years;
- Excellent knowledge of English and Russian , knowledge of Kyrgyz is required;
- Experience of work with wide broad sections of project partners and beneficiary;
- Initiative, ability to work in a team, high motivation and ability to work in the multinational environment;
- Professional and personal ethics, promotion of values of the United Nations;
- Excellent communication and consultative skills;
- High sense of responsibility and ability to manage high work load and meet deadlines;
- Ability to work in an under time mode.

### SUBMISSION OF APPLICATIONS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Proposal:
  - (i) Explaining why they are the most suitable for the work, letter of interest
  - (ii) Provide a brief methodology on how they will approach and conduct the work;
- signed P11 form (including past experience in similar projects and at least 3 references),
- Financial proposal (enclosed)

### EVALUATION PROCESS

The selection of candidates will be done in 3 stages:



**1<sup>st</sup> stage: - Short listing:** the evaluation is done based on full compliance to the eligible criteria's.

No	CRITERIA	Comply/not comply
1	University degree in foreign languages (English) or philology;	Yes/no
2	Practical work experience in translation with international organizations and projects not less than 5 years	Yes/no
3	Excellent knowledge of English and Russian , knowledge of Kyrgyz is required	Yes/no
<b>Total</b>		Comply/not comply

Applications compliant to abovementioned minimum requirements will be invited for the 2<sup>nd</sup> stage of evaluation.

**2<sup>nd</sup> stage: - Interview** (Maximum obtainable score – 200 points).

No	CRITERIA	MAXIMUM OBTAINABLE SCORE	WEIGHT
1	<b>Education:</b> University degree or equivalent in Civil Engineering;	5	20%
2	<b>Experience:</b> Practical work experience in translation with international organizations and projects not less than 5 years;	5	20%
3	<b>Knowledge of languages:</b> Excellent knowledge of English and Russian , knowledge of Kyrgyz is required;	15	20%
4	<b>Professionalism</b> (Experience of work with wide broad sections of project partners and beneficiary; Professional and personal ethics, promotion of values of the United Nations; Excellent communication and consultative skills; High sense of responsibility and ability to manage high work load and meet deadlines);	5	20%
5	<b>Personality</b> (Initiative, ability to work in a team, high motivation and ability to work in the multinational environment ;	5	20%
<b>Total</b>		30	100%

Financial Proposal of applicants obtained 70 % from possible 100 % in interview will be evaluated.

**3rd stage: -** the price proposal of all applicants, who have attained minimum 70% score in the interview, will be considered. At this stage a cumulative “technical + financial proposals” method will be used during estimation procedure as per the following formula:

$$S = St \times T\% + Sf \times P\%$$

St – score of applicant obtained during the interview

T% - conventional rate, equal to 70%

Sf – total score of financial proposal of applicant, which calculated as:

$$Sf = 100 \times Fm / F,$$

Fm – minimal financial proposal and F – price of considering financial proposal

P% - conventional rate, equal to 30%

The contract will be awarded to the Applicant who obtains the maximal points combined scope of Interview and

#### **ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS**

Recommended contractor will be required to submit a "Statement of Good Health" from a recognized physician prior to commencement of work, and take full responsibility for the accuracy of that statement. The Statement of Good Health is valid for one year. Should the services of the contractor extend beyond one year, a new Statement of Good Health must be provided.

Recommended contractors over 62 years of age are required to undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment. UNDP will cover the expenses.

In addition to the Statement of Good Health, consultants who are expected to travel within or outside the country of their residence, shall be additionally required to submit from a recognized physician a statement certifying that's/he is in a good health, is fit to travel and has received all required inoculations for the country or countries to which the consultant is to travel.

Contracted Consultants are required to have vaccinations/inoculations at their own expense when traveling to certain countries, as designated by the UN Medical Director. A copy of the list should be provided to the subscriber prior to signing the agreement so that his/her personal physician can attest to the required vaccinations/inoculations having been performed, as part of the certification described above.

#### **TRAVEL REQUIREMENTS**

The assignment does include a requirement to travel to regions, related expenses will be covered by SDRD