# 

# Terms of Reference

## Individual Consultancy (Sudanese Nationals Only) for the Provision of Translation Services in Relation to Archived Programme Documents

**Start Date:** 10.11.2021

**End Date:** 30.06.2023

## PROSPECTS Partnership

Under “Partnership for Improving Prospects for Forcibly Displaced Persons and Host Communities” (PROSPECTS) project supported by the Government of the Netherlands, the ILO also partners with UNICEF, UNHCR, WB and IFC to develop a joint and fully integrated approach to respond to the forced displacement situation. In Sudan, the Partnership, focuses on delivering change within the South Sudanese refugee and host community populations in East Darfur, specifically Assalayaa settlement and El Nimir camp and West Kordofan, specifically along the Keilak-Kharasana corridor and in the remote El Meiram settlements.

## GENERAL BACKGROUND INFORMATION

While the political context in Sudan witnessed a historic shift in 2019, the humanitarian, development and economic situations have been subject to a continuous and significant decline. Due to more than a decade of economic sanctions and decades of violent conflict, especially in Darfur and Kordofan states, support from financial institutions and development funding is limited. To address these pressing issues the ILO and its partners have received funding from the Government of the Netherlands to implement a new Partnership agreement that will help move humanitarian support towards more sustainable development assistance.

Under the PROSPECTS Partnership, the ILO will be working with our national counterparts, sister agencies, and other stakeholders to strengthen access to local labour markets for the forcibly displaced, IDPs, host communities that are productive, deliver a fair income, provide security in the workplace, and social protection for families. This Partnership will be grounded in results-based and country-led approaches. It aims to develop and implement evidence-based solutions, tailored to each context, as well as to test and learn from innovative operational solutions.

To do this, the Partnership has been gathering and archiving critical planning documents, maps, graphs, tabular reports, and other Arabic-based resources. These archived planning documents represent a diverse profile of technical, policy, strategic, and financial documents that will need to be translated on an as-required basis. Translation from Arabic to English is critical for the effective design, development, and implementation of locally relevant technical assistance interventions. Translation will also help to expand common understandings and communication with stakeholders.

## THE SCOPE OF THE PROPOSED CONTRACTED SERVICES

The scope of the proposed contracted activities is to provide translation services for government and project prepared documents from Arabic to English and where required from English to Arabic. It is estimated that the total word count of the current portfolio of Arabic documents for East Darfur and West Kordofan is approximately 50,000 words.

In order to ensure we prioritize translation of key documents, be able to respond to immediate translation service requests, and to potentially use these word counts in the preparation of advocacy materials it is proposed that a lump sum commitment to 50,000 words is leveraged as required in the field. PROSPECTS managers could then allocate documents to translate more effectively and with greater certainty and continuity of work with the subject matter expert.

Note: Text related to diagrams should also be translated professionally

## GENERAL TIME SCHEDULE

The scope of the services shall be completed by 30 June 2023.

## EXPECTED DELIVERABLES

The deliverables are as follows:

|  |  |
| --- | --- |
| **Document to be Translated** | **Estimated Number of Words** |
| West Kordofan Arabic to English | 11000 |
| West Kordofan English to Arabic | 4500 |
| East Darfur Arabic to English | 26000 |
| East Darfur English to Arabic | 5000 |
| English to Arabic | 3500 |
| Total | 50000 |

The service provider will be contracted for translation from Arabic to English and English to Arabic for a total of 50,000 words. Based upon planning considerations of senior PROSPECTS managers, a request to translate a document(s) is forwarded to the translation service provider who has (to supply a working translated document (within a convenient mutually agreed period) to the PROSPECTS Programme Manager, Mr. Sean Paterson, at [patersond@ilo.org](mailto:patersond@ilo.org) in word format using Calibri Font and size 11. These documents should be of professionally formatted quality and will be used by multiple stakeholders.

## LOCATION

During the COVID emergency phase, the assignment will be home-based in Sudan and is designed to involve minimal in-person meetings with ILO staff members. Communication via email and conferencing applications.

## SUBMISSION

Interested candidates are to submit the following documents to be considered in the selection process:

1. A Resume reflecting their experience as a translator;
2. The contacts of two references whom you translated for recently;
3. Sample of translation; and
4. The interested individual consultants are requested to provide a financial offer that includes ONLY professional fees related to this activity.

All of the above to be submitted to the ILO PROCUREMENT at: [ADDIS\_PROCUREMENT@ilo.org](mailto:ADDIS_PROCUREMENT@ilo.org) no later than **03 September 2021, 4pm Khartoum time.**

## SELECTION CRITERIA

The successful candidate will be an experienced translator that worked for similar organisation to ILO. Evaluation of the suitability of the Consultant to work on this assignment will be made against the following technical criteria:

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| --- | --- |
| **Evaluation Criteria** | **Maximum Mark** |
| 1. **Expertise/Qualification** | |
| The individual consultant should have at least three years of experience as a translator. A university degree is a must along with the experience certificate/s | 20 |
| Secured the highest score in the ILO translation test (to be sent to those shortlisted only). | 40 |
| Translated for organisations similar to ILO is an asset. | 30 |
| Fluency in English and Arabic is a must. | 10 |
| **Maximum Points** | **100** |
| Minimum Acceptable Score for the Proposal to be considered for financial evaluation. | 50 |

**Note to Consultants:**

* Only selected candidates will be contacted. If you haven’t heard from ILO in 3 months, that indicated you haven’t been selected.
* All CVs submitted should include the Date of Birth and Nationality of the Consultant;
* The consultant should quote in USD prices and/or using prices calculated based on the Official UN Exchange Rates for the country; however, receiving the physical payment in USD currency will be according to the Central Bank of Sudan’s regulation(s) at the time of payment”
* Candidates should be prepared to submit a copy of their national Passport upon Notification of Award;
* Professional Fees should include all costs associated with the Activity Deliverable;
* Consultants agree to be paid based upon compliance with UN Harmonized DSA rates set for the country;
* Consultants are not to add the VAT to their financial offer unless they are a VAT Registered Individual with the Sudanese VAT Authority;
* Consultants should be aware that all intellectual property rights arising from the contract are vested with the ILO however authorship will be acknowledged by the Organization; and
* Consultants will bear all charges levied by their own bank in receiving of managing funds transferred by ILO.

## PAYEMENT SCHEDULE

1st Payment: Upon successful completion of 20% of the contract volume (10,000/50,000 words) to the satisfaction of the ILO at a mutually agreed deadline.

2nd Payment: Upon successful completion of 40% of the contract volume (20,000/50,000 words) to the satisfaction of the ILO at a mutually agreed deadline.

3rd Payment: Upon successful completion of 60% of the contract volume (30,000/50,000 words) to the satisfaction of the ILO at a mutually agreed deadline.

4th Payment: Upon successful completion of 80% of the contract volume (40,000/50,000 words) to the satisfaction of the ILO at a mutually agreed deadline in 2021.

Final Payment: Upon successful completion of 100% of the contract volume (50,000/50,000 words) to the satisfaction of the ILO at a mutually agreed deadline.

This contract will be amended upon reception of all final versions of the presentations. Word count to be determined prior to the time of signing. The word count of the document to be translated shall be the sole (basis for) remuneration and the proposal response table should include provision for any incidental expenses such as stenographic expenses, etc. incurred to complete the task.

The ILO will provide all the project documents and other related literature relevant to this task; the Organization will work to assist in coordination with relevant stakeholders, review progress of the work and provide feedback as necessary and ensure payment of agreed amounts, based on (based on submission and endorsement of requested translation). The external collaborator shall not in any circumstance be entitled to any payments other than those expressly provided above. The supplier bears the charges of their own bank.