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| **Functional Title:**  **National Consultant for translation services.** | |
| **Location:** | Bishkek, Kyrgyzstan |
| **Primary Category:** | Translation services |
| **Type of Contract:** | Individual Consultant (SSA) |
| **Languages Required:** | English, Russian, Kyrgyz are required. |
| **Starting Date:** | 15 March 2021 |
| **Expected end date:** | 31 December 2023 |
| **Background** | |
| UN Women was established by GA resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate to assist Member States and the UN system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women. Since 2001 UN Women (previously as UNIFEM) in Kyrgyzstan has implemented catalytic initiatives on promoting women’s economic, political and social rights. In 2012, a full UN Women Country Office (CO) was established. UN Women country office in Kyrgyzstan is closely working with national governments, civil society and international actors to promote women’s leadership and political participation in all spheres of life.  UN Women Kyrgyzstan Country office seeks to appoint consultants to provide **written translation and verbal (consecutive and simultaneous) interpretationand proofreading and editing services** on a retainer basis as needed as stipulated below. | |
| **Objective**  UN Women country office requires services of individual contractor/s specializing in simultaneous and consecutive interpretation services, translation services as well as proofreading/editing documents and reports for the languages below:  1) English-Russian, vice versa;  2) Kyrgyz-Russian, vice versa;  3) English-Kyrgyz, vice versa  **Scope of Work and Responsibilities**  *Qualified candidates can apply for one of the following services*:   * **Translation services:** Written translation of reports, documents, presentations, manuals, correspondence. Separate rates for standard delivery of services and/or expedited delivery of services; * **Interpretation services:** Simultaneous or consecutive interpretation during meetings, workshops, conferences, trainings and discussion. Separate rate for taking notes during events (should be requested separately by service requestor). * **Editing/revision/proofreading** of translations.   The consultants are expected to provide quality services. Payment for services are based on quality check and certification by the service requestor. Interpretation services may be required offline/in person or online using Zoom, MS Teams, other online meeting platforms. The consultants are expected to have all resources required to perform services (equipment, internet, etc).  **Core Values**   * Respect for Diversity * Professionalism   **Core Competencies**   * Awareness and Sensitivity Regarding Gender Issues * Accountability * Effective Communication * Inclusive Collaboration   Please visit this link for more information on UN Women’s Core Values and Competencies:  <https://www.unwomen.org//media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>  **Functional Competencies**   * Possesses the ability to work independently, under pressure and meet deadlines. * Good knowledge of technical area. * Experience in translation and editing of research documents.   **Education:**   * Bachelor’s degree in Linguistics, Economics Sciences, Social Science, Humanities, Gender Equality or area relevant to the requirements of the TOR.   **Required Experience:**   * At least 5 (five) years of professional translation and interpretation experience in Russian/English/Kyrgyz (depending on type of translation applied). * For editing, proofreading, revision: at least 7 (seven) years of professional experience (depending on type of translation applied) * Demonstrated good understanding of technical terms used in areas of human development, socioeconomic aspects, statistics, gender, and youth. * Previous experience working with UN Women and UN agencies and/or international organizations is a strong asset. * At least 3 reference letters from international organizations are required.   **Knowledge of languages**   * Fluency in written and oral English, Russian and/or Kyrgyz as required by the type of service.   **Other:**   * Good computer skills in Windows environment, knowledge of internet communications and command of MS Office applications (Word, Excel, Power Point); * Knowledge of online meeting platforms like Zoom, MS Teams, etc.   **Payment Schedule**  Payment will be made per unit measure and actual volume of translation upon certification of satisfactory services and deliverables in accordance with the set requirements for each translation.  **Application procedure:**  Applicant are expected to submit the following documents:   1. The application should include Personal History Form (P-11 form) - including past experience in similar assignments; It can be downloaded at http://www.unwomen.org/about-us/employment a signed copy should be submitted. Financial Proposal: Specifying the cost of translation per page (page of 2100 characters) for ordinary and urgent translation. Candidates should have the ability to quickly produce degree certificates and medical certification (of good health) should they be short-listed in consideration of the consultancy post 2. Letter of confirmation of interest and availability 3. Brief description of why the individual considers him/herself as the most suitable candidate 4. Three references or recommendation letters 5. Financial proposal (price list) as per template below   **EVALUATION PROCESS**  The candidates will be evaluated based on cumulative analysis of methodology: the weight of technical qualification assessment is 70% and the Financial proposal weight is 30%. The candidates may be required to sit written test and/or have technical interview as a part of assessment of their technical qualifications.  **Criteria for technical evaluation:**   1. Education – 15 pts 2. Work experience – 30 pts 3. Written test / Interview – 40 pts 4. Reference check – 15 pts 5. Candidates who currently hold contracts for translation/interpretation services with other UN agencies will pass to final stage of evaluation.   **FINANCIAL PROPOSAL FORMAT:**  **I. Translation Services**  *Please fill in your proposal for Standard delivery of service and Expedited delivery of service*   |  |  |  |  | | --- | --- | --- | --- | | **Type of translation service\*: \_\_\_\_\_\_\_\_\_\_\_\_ (please indicate type of service)** | | | | | **Description of service** | **Unit measure** | **Unit price for Standard delivery of service\*\*** | **Unit price for Expedited delivery of service\*\*** | | Translation | 1000 words of source text |  |  | | Translation Editing/Revision | 1000 words of source text |  |  | | Proofreading | 1000 words of source text |  |  |   **\*Type of translation services:**   * Kyrgyz – Russian and vice versa * Kyrgyz – English and vice versa * Russian – English and vice versa   **\*\*- Service delivery timeframe: Standard service and Expedited service:**   |  |  |  | | --- | --- | --- | | **Number of pages** | **Number of days: Standard service** | **Number of days: Expedited service** | | 1-10 | Up to 5 | Up to 2 | | 11-30 | Up to 8 | Up to 5 | | 31-60 | Up to 12 | Up to 10 | | 61-above | Upon agreement | Upon agreement |   **I. Interpretation Services**  *Please fill in your proposal for the rate per hour and per day*   |  |  |  | | --- | --- | --- | | **Type of translation service\* (see above): \_\_\_\_\_\_\_\_\_\_\_\_ (please indicate type of service)** | | | | **Service description** | **Rate per Hour** | **Rate per Day** | | Consecutive |  |  | | Simultaneous |  |  | | Notes taking\*\*\* |  |  |   \*\*\* - additional rate, subject to certification by a participant from the country office  Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant during the contract period. The financial proposal should be provided in KGS. The proposal can be submitted in other currency (US$); It will be converted as per UN exchange rate on the date of post closure. | |
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