

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT - LONG-TERM AGREEMENT

Individual Consultancy Services: Engagement of Professional Translators on Long Term Arrangement (LTA) for 3 years

Row Number and description from approved Consultancy Plan: 4. Designer, photo, video, translation, editing, writer

1. BACKGROUND / RATIONALE

UNICEF works towards the realization of the rights of children as prescribed in the Convention on the Rights of the Child. Establishing visibility for UNICEF Lao PDR Country Programme Cycle (2022-2026) and fundraising for its various components is a major task for the Communication section in 2022 and beyond. Advocacy, Communication and Partnerships is one of the key strategies to achieve programme results as stated in the Country Programme Document.

In order to promote its media outreach, advocacy and fundraising, the UNICEF country programme is consistently in need of new and updated communication, advocacy and visibility materials that document key children's issues and ongoing responses in the field through high quality content packages. These materials are indispensable for a range of products, including fundraising proposals, donor reports, human interest stories and contents for social media. They will support UNICEF to better communicate with policy and decision makers, media, donors, partners and the public at large.

These high-quality content packages include design packages, advocacy toolkits, photo essays, human interest stories, and short films that document UNICEF related initiatives. The packages will be disseminated through different channels including website, social media networks, partner networks and donor reports.

To achieve these, UNICEF would like to engage the services of translators who will be available at short notice to undertake assignments of translating/transcribing UNICEF evidence-based communication, advocacy and visibility materials from English to Lao, or vice-versa, and/or to important regional Lao languages.

2. PURPOSE OF ASSIGNMENT

The purpose of setting up the Long-Term Arrangement is to facilitate and expedite the process by which UNICEF in Laos will hire the services of individual translators to undertake written translations (Lao-English and vice-versa), simultaneous translation for events, and live translation for field visits.

3. PROGRAMME AREA AND SPECIFIC PROJECT AREA

The consultant under LTA arrangement will support all programme areas. Specific contract managers will provide supervision for specific services contracted under the provisions of this LTA. Technical supervision will be provided by the Communications team.

4. OBJECTIVE(S)

The overall objective to set up this Long-Term Arrangement is to facilitate and expedite the process by which UNICEF Lao PDR will hire the services of translators.

5. MAJOR TASKS TO BE ACCOMPLISHED

This LTA is being established to serve the needs of all sections in UNICEF Lao PDR country programme related particularly to translation services to meet the office's media, advocacy and fundraising objectives.

Consultancy CoE

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- Under the guidance of Programme teams and supervision of direct Specialists, the translator/interpreter the consultant will provide high quality translations of press releases, booklets, human interest stories, reports, papers, subtitles/scripts, proposals and other materials. Provide direct editing/writing and proof-reading support to programme sections in the compilation of donor reports, and other materials for advocacy and fundraising (including donor proposals).
- Translations/simultaneous interpretations are done keeping in mind culture, gender and other diverse sensitivities as per UNICEF guidelines.
- Expected to complete a comprehensive translation of the material provided ensuring clarity and correctness while taking into account the sensitivity of alternative care jargon and respecting the intentions of the writers and experts.
- Expected to verify that in the case of longer documents each chapter or section reads well by establishing flowing tones, cohesion and proper structure and to deliver a final product in a timely manner and of publishable quality.
- Present at the briefing on specific projects and issues to be covered based on national and state priorities where required.
- Demonstrate a client-oriented approach, tact and ability to work with people of different national and cultural backgrounds.
- Ensure effective and efficient provision of services, full confidentiality in all aspects of assignment, management of information flow and follow-up on deadlines and commitments made

Responsibilities of the Consultant:

The consultant will use their own equipment (i.e. laptop) and source additional equipment (i.e. radio earpieces) which can be charged to UNICEF as and when required

Responsibilities of UNICEF:

To provide a thorough briefing and technical update as required by programme colleagues

6. DELIVERABLES

At the end of each assignment, the translator/interpreter will deliver high quality translations of documents in English, Lao, and important regional language(s); and interpretation services within the given time ensuring clarity and correctness:

- Translated, revised and certified materials as described above.
- Simultaneous translation services provided as required.

The standard timeframe for the written translation delivery shall be as follows, counting from the date of submission by UNICEF:

Translation Volume (Page)	Time Frame
1 – 10	2 days
11 – 50	5 days
51 +	As per the above time benchmarks

7. CHILD SAFEGUARDING

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

Direct contact role ☐ YES ☒ NO

If yes, please indicate below the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☒ NO

If yes, please indicate below the number of hours/months of manipulating or transmitting personal identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

8. TRAVEL

Assignments are usually remote or based in or around Vientiane capital. If travel is required for a particular assignment, UNICEF will reimburse costs on actuals. Payment of travel costs including tickets, lodging, etc. should be agreed upon, between UNICEF and the consultant as part of the quotation for each specific assignment and included in the respective purchase order. All air travel will be by economy class irrespective of the duration of travel.

9. ESTIMATED DURATION OF LTA

Twenty-four (24) months with optional extension of twelve (12) months (36 months in total)

10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED (Please use as applicable)

- Excellent English, Lao and/or other languages (to be confirmed on case to case basis) translation skills and certification as a translator.
- Ability to work on demand, multi-task and deliver ahead of tight deadline.
- At least a bachelor's degree in the source language and excellent command / writing skills in the target language with capacity to provide final typed material in requisite font that can be universally accessed.
- At least five years' experience, and expertise, in the relevant languages especially for translation of technical documents.
- Degree in communications, arts, media or any relevant field is an asset.

11. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of 80:20. The criteria for technical evaluation will be as follows:

Criteria	Marks	
	Min	Max
1) Cover Letter – explaining the motivation for applying and explaining how the qualifications and skillset of the candidate are suitable for this position	4	5
3) Relevant work experience	6	15
4) Experience translating for UN or similar	6	15
5) Minimum three Work Samples– Include portfolio and published works with minimum one campaign production centered around children	23	40
Total	42	75
TOTAL TECHNICAL SCORE		
The minimum overall qualifying score is 42. Only those candidates who meet the overall qualifying marks of 42 and score the minimum cut-off in each of the above sub-		

criteria, including the interview, will be considered technically responsive, and their financials will be opened.		
Financial Score The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of 80:20		25
TOTAL		100

12. FINANCIAL PROPOSAL

Vendors must send a financial proposal based on Daily Fee in /LAK (Lao Kips).

Translation Services	Unit Rate / Per Word for Translation (in LAK)	Unit Rate / Per Word for Proof-reading (in LAK)
English to Lao		
English to Khmu		
English to Hmong		
English to any other national language		
For A4 page: Lao to English English to Lao		
For PowerPoint slide: Lao to English English to Lao		
Simultaneous translation services		
Consecutive translation services		

13. PAYMENT SCHEDULE

The LTA to be signed will have a fixed fee rate for three years. However, UNICEF LAO PDR does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.

14. CONTRACTS CREATED AGAINST THE LTA.

Whenever translation/edition services are required, details of the requirement/deliverables including quantities and deadlines will be presented to the top-ranking LTA holder. Should this consultant not be available for this assignment, UNICEF LAO PDR will contact the second ranked consultant and so on, while ensuring

Upon receipt of confirmation of availability and interest in the assignment, a contract will be issued with the prices/fees agreed in the LTA. The consultant must sign the contract prior commencement of work.

Payment will be made after completion of deliverables and submission of invoices for the actual work completed, subject to satisfactory performance.

15. HOW TO APPLY

Applications to be submitted through the online portal should contain four separate attachments:

- i A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate **(to be uploaded online)**
- ii Curriculum Vitae (CV) **(to be uploaded online)**
- iii Three Work Samples – This includes three previously written human-interest stories / reports / advertising materials / content created / proposal. It is critical to submit work samples as you will observe from the advertisement that marks have been assigned to these criteria for arriving at the most suitable candidate **(to be uploaded online)**
- iv A financial proposal indicating professional fee as per the above template. Please do not forget to specify your name in the file while saving **(to be uploaded under other supporting documents)**.

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note that UNICEF does not charge any fee during any stage of the process.
- Female candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.