



United Nations Industrial Development Organization

TERMS OF REFERENCE (TOR)

Title: Translation Service for the Climate Technology Centre and Network (CTCN)

11 March 2020

1. BACKGROUND INFORMATION

The Climate Technology Centre and Network (CTCN), located in Copenhagen Denmark, is the operational arm of the United Nations Framework Convention on Climate Change (UNFCCC) Technology Mechanism and co-hosted by the United Nations Environment (UN Environment) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by 11 partner institutions with expertise in climate technologies. The Centre facilitates a Network of national, regional, sectoral and international technology centres, networks, organizations and private sector entities. The CTCN promotes the accelerated development and transfer of climate technologies at the request of developing countries for energy-efficient, low-carbon and climate-resilient development.

The CTCN provides three main services to developing countries, namely:

1. Climate technology-related technical assistance in response to requests from developing countries;
2. Providing access to climate technology information and capacity building
3. Fostering technology collaboration among Centre's Network of academic, civil society, finance, private sector, public sector, and research stakeholders, as well as over 100+ CTCN national focal points, or National Designated Entities.

To be able to support all stakeholders with continuous and effective services the CTCN requires translation services for a wide range of documents.

2. SCOPE OF THE REQUIRED SERVICES

The contractor will undertake the following specific task related to translation and proofreading:

- a) Translation and proofreading of CTCN documents such as: Technical assistance requests and response plans, materials for media, including press releases, publications, reports and other editorial-related texts. The translated text has to be delivered in MS word, PowerPoint or Excel files, as required. The Contractor guarantees that the translation services are conducted in an expeditious, efficient and professional manner, consistent with the best interests of the CTCN, in compliance with the technicalities and policy of the programme. The Contractor guarantees the best available service worldwide.
- b) The Contractor shall render expert advice on all types of documents in a timely and accurate manner within the parameters of the policies and procedures of UNIDO/CTCN, as requested. The Contractor shall retain proper records of all documents translated and related services provided under the contract for seven (7) years after their issuance. Such records shall be



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made available for inspection by UNIDO/CTCN, upon request, at all times and with short notice.

- c) All the documents sent & translated should be considered confidential & the exclusive property of the CTCN.
- d) All text, including text contained in figures, boxes, tables, photo captions, sources and covers requires translations and proofreading. Proofreading and editing will be done primarily using Adobe Acrobat 6. Proofreading and editing of MS Word documents will make use of track changes.
- e) The Contractor is expected to perform terminology research (i.e. on CTCN website) to ensure the accuracy and appropriateness of all translations.
- f) Translation and editing may be in English, and/or French, and/or, Spanish, and/or Arabic, and/or Russian and/or any other language.
- g) The contractor shall ensure the quality and accuracy of all documents before submitting it back to UNIDO/CTCN.
- h) The contractor shall observe stipulated deadlines for documents sent.
- i) The documents shall be translated and edited in a manner that no additional editor needs to be hired for the work. The documents shall be sent back in the same format as the original.

3. CONTRACTOR'S PERSONNEL

The Contractor shall assign for this subcontract a minimum of one (1) experienced project manager with individual qualifications and multilingual skills to service the project in terms of communication and distribution of documents, as specified herein below. The Contractor shall determine its own management staffing requirements above-and-beyond the requirement for the one (1) on-site project manager for communication.

The Project Manager assigned by the Contractor shall have the following minimum qualifications:

3 to 5 years of successful progressive experience in managing translation projects on a general basis.



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4. OFFICE HOURS

The Contractor shall be available from 8.30 am to 5.30 pm Central European Time (CET) during all working days of the CTCN. For emergencies arising while the Contractor's offices are closed, the Contractor shall make all necessary efforts to be available through emails and phone.

5. FURNISHINGS, EQUIPMENT AND ACCESSORIES

All furniture, equipment and accessories required by the Contractor for the performance of its obligations under the contract, e.g. desks, tables, chairs, shelves, computer terminals, printers, facsimile equipment, computer, software and direct telephone lines, etc. shall be owned by the Contractor and shall be provided, delivered, installed, maintained, repaired, operated, insured and removed at the Contractor's expense.

6. QUALIFICATIONS AND REQUIREMENTS

a) Certificate of Incorporation

The Contractor should provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company.

b) Capacity of Operations

The Contractor should include information on the qualification and number of personnel that will be available for the proposed sub-contract. The Contractor shall provide minimum days of advance notice before the submission of requested documents. The Contractor shall provide estimated days for submission of different translation requirements, i.e. per page/document.

c) Experience

The Contractor should be able to evidence relevant experience of at least three (3) years on provision of translation services from and to English, French, Spanish, Arabic, Russian and any other language. Translators should be native speakers of the target language.

The Contractor should have experience in translating technical documents in the field of climate change mitigation and adaptation. The Contractor should provide at least three (3) project references that CTCN can contact for feedback.



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7. CONDITIONS OF PAYMENT AND GENERAL TIME SCHEDULE

Corresponding payments shall be made following certification by CTCN and UNIDO that the translation services requested have been satisfactorily performed and deliverables have been achieved by or before the due date.

CTCN translation services under this contract have an expected duration lasting until 31 December 2020 and may be extended upon satisfactory performance and availability of funds.

8. FINANCIAL OFFER

The financial quotation in USD must be established on the basis of 250 words per page.

9. EVALUATION CRITERIA

- a) Bidder's experience on similar Projects;
- b) Bidder's resources (staff availability);
- c) Speed of delivery;
- d) Experience and education qualifications related to the performance of the requirement.

10. PERFORMANCE INDICATORS AND EVALUATION

The Contractor shall be evaluated against the following indicators, upon delivery against each assignment:

- Acceptance and Adherence to requirements of the Terms of Reference
- Technical Competence of key staff assigned.
- Timely delivery
- Quality of Services.

The CTCN will perform evaluation on delivery of each assignment and provide regular and final feedbacks on quality and timeliness of translations.