

**Vacancy: 12-03-2023**

## **LONG-TERM AGREEMENT (LTA) FOR ON-CALL TRANSLATORS**

APPLICATION DEADLINE: 31 January 2024

TYPE OF CONTRACT: LONG TERM AGREEMENT (LTA)

LANGUAGES REQUIRED:

- Item 1: SPANISH TO ENGLISH (ENGLISH NATIVE SPEAKER)
- Item 2: ENGLISH TO SPANISH (SPANISH NATIVE SPEAKER)
- Item 3: ENGLISH TO FRENCH (FRENCH NATIVE SPEAKER)
- Item 4: FRENCH TO ENGLISH (ENGLISH NATIVE SPEAKER)
- Item 5: SPANISH TO FRENCH (FRENCH NATIVE SPEAKER)
- Item 6: FRENCH TO SPANISH (SPANISH NATIVE SPEAKER)

STARTING DATE: February 2024

DURATION OF CONTRACT: 3 Years (initial contract is for one year)

### **1. Background**

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC) has been providing Latin American and Caribbean Member States with technical assistance to improve capabilities for small arms control, including security and justice sector training to combat illicit trafficking in firearms and ammunition, as well as legal and policy reforms.

UNLIREC has implemented technical programming previously, including technical tools and training materials aimed at strengthening thorough management of the chain of custody in firearms-related crime scene investigations. UNLIREC technical assistance is designed to build internal national capacities and regional capacities to continue implementing armed violence reduction strategies.

### **2. Duties and Responsibilities**

The overall objective of Long-Term Agreement (LTA) contracts is to facilitate and expedite the process by which UNLIREC contracts translators to provide quality and native speaker translation services of various documents and publications. Texts for translation are expected to contain technical and legal terminology related to security, arms control, disarmament, etc. These assignments will be carried out as home-based desk work.

### **3. Scope of work**

During the term of the LTA, the following types of services is anticipated in all three languages (English, French and Spanish):

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### Written translation:

- Translation of legal documents (national legislation, government ordinances, modifications to existing legal instruments, legal publications, etc.);
- Translation of technical documents (arms control, disarmament, armed violence, security, among others);
- Translation of documents on political issues related to Latin America and the Caribbean; and/or
- Public information materials (news, presentations, articles, reports, website materials, etc)

UNLIREC will inform the contracted translator of the number of words to be translated; the source format in which the document is located (Word, PDF, Excel, Power Point, etc.), the format in which the document should be delivered, the required delivery time and any other special considerations that the particular service requires.

The service must ensure an accurate translation of the original content, ensuring that there are no omissions from the source document and exact translations of well-established protocols, institutions, instruments, etc. This includes footnotes, endnotes, photo captions, graphs, and charts, among others. The translator is expected to research appropriate terminology to guarantee the accuracy and relevance of all translations. The translator is also responsible for ensuring the quality and accuracy of the entire document prior to delivery.

**The translator will keep the information, to which they will have access, in complete confidentiality.** Otherwise, UNLIREC will exercise the corresponding actions in accordance with its regulations, being able to terminate the LTA without responsibility on its part. This provision will remain in effect after the expiration or termination of the LTA.

UNLIREC may request periodic meetings to ensure excellence in the provision of the service.

After completion of each assignment, an invoice must be presented detailing the number of words translated.

### Evaluation Method and Criteria to be applied

#### 4. Duration of the contract

This LTA is expected to have a duration of three years. The initial contract is for one year with an option for renewal in subsequent years upon satisfactory performance evaluation.

#### 5. Duty Station and Travel

Duty station: Home-based

Travel: No travel will be required for this service.

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## 6. LTA Contracting and Call-off Mechanism

The LTA to be signed will include the estimated number of words to be translated for an estimated period of one year. **UNLIREC does not guarantee that any specific quantity of services will be purchased during the term of the LTA as this will depend on forthcoming and evolving requirements.** Once the LTA is signed, if there is a specific assignment, the UNLIREC focal point would contact the top-ranking translator (ranking to be set up as per evaluation method and criteria section below). Should this translator not be available for the assignment (because he/she is engaged by UNLIREC in concurrent assignments or for other reasons), UNLIREC will contact the second ranked translator and so on. UNLIREC also reserves the right to contact lower ranked translators if these individuals have language skills required for a specific assignment.

**Estimated** number of words to be translated in one year, by item:

- ITEM 1: Spanish to English up to 300,000 words
- ITEM 2: English to Spanish up to 300,000 words
- ITEM 3: English to French up to 500,000 words
- ITEM 4: French to English up to 50,000 words
- ITEM 5: Spanish to French up to 100,000 words
- ITEM 6: French to Spanish up to 50,000 words

Upon receipt of this communication, the translator will have to confirm his/her availability for the assignment. Upon review of the same, UNLIREC will send the translator a written communication confirming the requirement in the form of an Individual Contract (IC) of the products or services requested sent by e-mail. The IC will include details of the assignment, estimated number of words to be translated and format of the document. Price will be based on the fees included in the LTA contract. After the IC has been sent, no further costs will be reimbursed by UNLIREC in the absence of prior written authorization by UNLIREC.

Once the services are completed and have been approved by UNLIREC, the translator will send the following documentation for payment purposes: a) complete invoice indicating the total number of words translated.

UNLIREC will regularly monitor the performance of these LTA holders, based on the following Key Performance Indicators (KPI):

- KP1: Responsiveness: Translators should respond and confirm their availability for an assignment within 2 days of UNLIREC's notification communication.
- KP2: Quality of output per work order submitted.
- KP3: Performance on online work and timely submission of translations.
- KP4: Accuracy of invoice payment documentation (correct quantities of words translated, unit prices, etc.).

- KP5: Translators should review UNLIREC's previous publications as a reference to guarantee the accuracy and relevance of all translations, as well as the UN Editorial Manual(<https://www.un.org/dgacm/en/content/editorial-manual>) .

UNLIREC would conduct annual performance reviews of these LTAs, which might include meeting with LTA holders and feedback from relevant UNLIREC staff members. If the translator fails to meet UNLIREC's performance requirements detailed above, s/he will receive in first instance, a communication requesting an improvement in performance. Continued failure to meet performance requirements may result in termination of the LTA.

## 7. Competencies

### 7.1 Functional Competencies

- Excellent translation and writing skills.
- Demonstrated accuracy and attention to detail.
- Ability to be flexible and respond to changes as part of review and feedback processes.
- Willingness to familiarize him/herself with specialized technical language.
- Ability to work independently; and
- Excellent computer skills in word and data processing and presentation

### 7.2 Core Competencies

- Demonstrates integrity and ethical standards;
- Positive and constructive attitudes toward work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## 8. Required Skills and Experience

### 8.1 Education

- A bachelor's degree in translation from a university or institution of equivalent status or a diploma in translation is a requirement. A Master's degree in translation is an advantage.
- Additional training or specialized courses in translation is an advantage.

### 8.2 Experience

- At least five years of progressive and verifiable professional experience in translation services is required;
- Experience in providing translation services to international organizations, and/or embassies, is desirable;
- Demonstrable experience translating technical documents related to the following topics is an advantage:
  - Arms control;
  - Disarmament;
  - Nonproliferation of weapons of mass destruction; and/or
  - Peace and security.

- Experience translating communication documents (news, brochures, factsheets, etc.) in the language combination for which you are applying is an advantage;
- Experience in the translation of legal documents in the language combination for which you are applying is an advantage.

### 8.3 Languages

- Native level competency of target/receptor language (language into which a text is translated) is required;
- Fluency in the source language (the language being translated from) is required.
- Language proficiency certification (UN Language proficiency certification, TOEFL, etc.) is desirable.

## 9. Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on the number of words mentioned in Item 6, in US Dollars, as well as the cost per word.

Payment will be made upon receipt of invoice per assignment, specifying the document(s) translated, the number of words, and satisfactory completion of the task by UNLIREC.

## 10. Evaluation Method and Criteria

Translators will be evaluated based on the cumulative analysis methodology. The ranking of translators shall be made based on proposals that are a) responsive/compliant/acceptable; and b) having received the highest score out of a set of weighted technical criteria and financial criteria as per below weightages (Technical 70%, Financial 30%).

The technical criteria will be divided into Technical Criteria Part A (education, language and experience), Technical Criteria Part B (written assignment) and Technical Criteria Part C (interview). Only the candidate attaining a minimum score of 35 points (70%) in Technical Criteria (Part A) will be selected for a written assignment.

Only shortlisted candidates obtaining the minimum passing score of 56 points from the Technical Evaluation (Part A + Part B) will be considered for the interview. Only candidates obtaining the minimum score of 70 points in Technical Criteria A + B + C will be considered for the Financial Evaluation.

Financial score shall be computed as a ratio of the proposal, taking into account the price per word, being evaluated in the lowest priced proposal received by UNLIREC for the assignment.

### 10.1 Written Assignment

A written assignment (translation) will be required by all candidates attaining a minimum score of 42 points in Technical Criteria (Part A).

## 10.2 Technical Criteria for Evaluation

Applications will be evaluated on the following criteria. The same evaluation criteria will be carried out for each item.

Technical Criteria	PRELIMINARY REVIEW: Verification of the required documentation on time and correct format: <ul style="list-style-type: none"> <li>• Letter of interest confirming availability</li> <li>• UN Personal History Form (P11), including the contact details of two professional references;</li> <li>• Financial Proposal</li> </ul>	Fulfill/ Does not fulfill	
<b>TECHNICAL CRITERIA Part A + B</b>		<b>Points</b>	<b>70 %</b>
Technical Criteria Part A		50 points	
Education		10 pts	
A bachelor's degree in translation from a university or institution of equivalent status OR a diploma in translation is required: Fulfill/ Does not fulfill			
<ul style="list-style-type: none"> <li>○ A Master's degree in translation is an advantage: (5 points)</li> </ul>			
<ul style="list-style-type: none"> <li>○ Additional training or specialized courses in translation is an advantage: (up to a maximum of 5 points)</li> </ul>			
Language Certification		5 pts	
Native speaker of target/receptor language (language into which a text is translated) and fluency in the source language (the language being translated from) is required. Fulfill/ Does not fulfill			
<ul style="list-style-type: none"> <li>○ Language proficiency certification (UN Language proficiency certification, TOEFL, etc.) is desirable (5 points for any of the following languages: English, French and/or Spanish)</li> </ul>			
Experience		35 pts	
At least five years of progressive and verifiable professional experience in translation services is required: Fulfill/ Does not fulfill			
<ul style="list-style-type: none"> <li>○ Demonstrable experience providing translation services to international organizations, and/or embassies, is desirable: (up to 10 points)</li> </ul>			

	<ul style="list-style-type: none"> <li>○ Demonstrable experience translating technical documents related to the following topics is an advantage <ul style="list-style-type: none"> <li>○ Arms control</li> <li>○ Disarmament</li> <li>○ WMD nonproliferation</li> <li>○ Peace and security <ul style="list-style-type: none"> <li>○ Extensive experience/specialization- up to 15 points</li> <li>○ Substantial experience 5-10 points</li> <li>○ Some experience 1-5 points</li> </ul> </li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>○ Experience in the translation of legal documents is an advantage (5 points).</li> <li>○ Experience translating communication documents (5 points)</li> </ul>		
	Technical Criteria Part B	50 points	
	Written assignment	30 pts	
	Successful candidates must complete a written assignment (translation). Written assignments can receive up to a maximum of 40 points)		
	Subtotal Technical Criteria (Part A and B)	80 points	
	Interview	20 pts	
	Technical Criteria Part (Part A + B + C)	100 points	
	FINANCIAL PROPOSAL		30 %
	TOTAL		100%

## 11. Application Process: Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them to Human Resources (rrhh@unlirec.org) no later than 31 January 2023. **Please indicate in the subject line, the item (language combination) for which you are applying.**

- a) Brief letter of interest confirming interest and availability;
- b) UN Personal History Form (P11), including the contact details of two professional references;
- c) Copy of the language certificates and/or translation degree; and
- d) Financial Proposal.

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Incomplete proposals will not be considered. For any clarification regarding this assignment contact Human Resources (rrhh@unlirec.org) with the reference: **“Vacancy #12-03-2023 – TRANSLATORS”**.

#### Annexes

- UN Personal History Form (P11)
- UNDP Individual Consultant (IC) Terms and Conditions (UNLIREC undertakes all LTA through an agreement with the United Nations Development Programme Peru Country Office)

#### **12. Additional Considerations**

- Applications received after the closing date will not be considered.
- Qualified female candidates are strongly encouraged to apply.