**TRANSLATION, INTERPRETING, EDITING AND PROOFREADING SERVICES**

**TERM OF REFERENCE**

1. **BACKGROUND**

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA Supports:

1. Reproductive health care for women and youth in more than 150 countries – which are home to more than 80 per cent of the world’s population
2. The health of pregnant women, especially the 1 million who face life-threatening complications each month
3. Reliable access to modern contraceptives sufficient to benefit 20 million women a year
4. Training of thousands of health workers to help ensure at least 90 per cent of all childbirths are supervised by skilled attendants
5. Prevention of gender-based violence, which affects 1 in 3 women
6. Abandonment of female genital mutilation, which harms 3 million girls annually
7. Prevention of teen pregnancies, complications of which are the leading cause of death for girls 15-19 years old
8. Efforts to end child marriage, which could affect an estimated 70 million girls over the next 5 years
9. Delivery of safe birth supplies, dignity kits and other life-saving materials to survivors of conflict and natural disaster
10. Censuses, data collection and analyses, which are essential for development planning

Multiligualism is a major priority in supporting UNFPA communication and advocacy objectives. To be able to meet its ongoing translation needs in a punctual an responsive manner, UNFPA envisages entering into a contract arrangement with one or several qualified companies providing translation, interpretation and editing services for a period of one year with the option to extend for one additional year, subject to a satisfactory performance evaluation.

1. **Purpose and Scope of the Assignment**

UNFPA Country Office shall sign contract with the successful Institution companies to be identified in this tender for a period of 2 years, with the option to extend for one additional year, subject to a satisfactory performance evaluation.

Apart from that UNFPA Maputo Mozambique Country Office we will also register Professional Individual Translators and Interpreters, proofreaders, and Editors into its roster for future needs for the provision of complex multilingual Translation and Interpreting services works. These individuals will be registered in the roster with fixed price quotation (for up to 2 years) and will be referred to when there is a need for translation, interpreting, proofreading and editing services.

Both Institutional companies and Individuals identified at the end of this solicitation process shall provide full, prompt, accurate and expert services to UNFPA in full compliance with this terms of reference.

Other resident UN Agencies, can also piggyback on the signatory of the contract to be signed with the Institutional companies a the end of the tender process, or benefit from the roster of UNFPA for individual translators, Interpreters, proofreaders and editors. Accordingly, those UN Agencies will also receive the complex multilingual services with the same prices and conditions stated in the contract or in the roster of UNFPA.

In this regards, you are hereby invided to submit your proposal for the “Provision of Multilingual Translation and Interpreting services” through this request for quotation. The following language pairs are required for written translation and interpreting works “consecutive and simultaneous), proofreading, and editing works:

1. English – Portuguese
2. Portuguese - English

**3. SCOPE OF WORK**

For the purposes of this assignment, Institutional translation/Interpreting companies and/or individual translator/interpreters/ will be required to work under the guidance of the authorized officers of UNFPA or the requesting UN Agency.

The Institutional company and /or individual will be responsible for:

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| **LOT** | **TASK** | **LANGUAGE** | **REQUIREMENTS** |
| 1 | Written Translation | English – Portuguese - English | Per word |
| 2 | Editing and Proofreading | English – Portuguese - English | Per page |
| 2 | Consecutive interpreting  (2 interpreters will work in shift if the total interpreting duration is above 2 hours) | English – Portuguese - English | Per hour |
| 3 | Simultaneous Interpreting (2 interpreters will work in shift if the total interpreting duration is above 2 hours) | English – Portuguese - English | Per hour |

For written translation services;

The contractor will be expected:

* To perform terminology research as necessary and to align with UNFPA standard terminology and style book (including institutional and technical terms that are being widely used on websites and other common sources on the subject matter) and establish a common lexicon to be used consistently by all translators to be assigned to UNFPA translation
* To develop a glossary on the thematic areas and agree on it with the respective requesting agency based on research/checks as mentioned above
* To ensure that the translation text is linguistically and grammatically correct, error free. It should meet high quality standards and would not need further editing after completion of translation.
* To ensure that the text uses standard UNFPA terminology wherever applicable, and that the language and styles are consistent with UNFPA style book (for English language)
* Observe confidentially and refrain from divulging any information about the content of the text.
* The translated materials should be provided to UNFPA in the original format.

For Consecutive and simultaneous Interpreting:

The contractor will be expected:

* To conduct a short research/review from the documentation provided or other sources prior to the assignment/meeting for the identification of the use of correct/technical vocabulary/terminology
* To provide clear and accurate simultaneous/consecutive interpreting, bearing in mind that participants may be governmental representatives making statements, discussions and making decision on important substantial matters related to policies, project management, administrative issues etc.
* To develop a glossary on the thematic areas and agree on it with UNFPA or requesting agency
* To demonstrate flexibility and provide solutions, in case meeting sessions exceed their regular duration in order to continue interpreting.

For Editing and proof reading:

* Provide professional editing and proof reading of documents to ensure grammatical accuracy, factual accuracy, consistency and logical formatting.
* Review, verify and edit documents to improve phrasing and language use to make the documents more reader friendly to non-expert audiences.

**4.DURATION:**

The period of the contract will be 30 November 2019 – 1 December 2020, with the option to be extended for one more year.