**UN WOMEN**

**Viet Nam Country Office**

**TERMS OF REFERENCE**

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| **Reference No.** | **Reference No. TOR-VNM-2019-098**<br>*(Please indicate reference number in the title of the application email)* |
| Title | **Translator (National consultant)** |
| Purpose | Provide translation (from English to Vietnamese) of the publication "Progress of the worlds women 2019-2020" |
| Location | Viet Nam |
| Contract duration | From November 8 to December 10, 2019 |
| Contract Supervision | Communication Officer, UN Women Viet Nam |

## I. BACKGROUND

The world is rapidly changing. Families, and the role of women and girls within them, are also changing. Today, there is no 'standard' family form, nor has there ever been. In order for laws and policies to support families and meet the needs of all their members, they must evolve and adapt. Progress of the World's Women assesses the scale and scope of transformations in family life, and their implications for gender equality and women's empowerment.

UN Women Viet Nam is looking for qualified translator to provide professional translation service (from English to Vietnamese) to translate the summary and full version of publication "Progress of the worlds women 2019-2020 - Family in a changing world" (link: https://www.unwomen.org/en/digital-library/progress-of-the-worlds-women).

- Summary report (about 24 pages – 350 words per page);
- Full report (about 410 pages – 350 words per page).

## II. SCOPE OF WORK AND SPECIFIC TASKS

Translator will provide professional translation service (from English to Vietnamese) to translate the summary and full version of publication "Progress of the worlds women 2019-2020- Family in a changing world".

## III. DURATION OF ASSIGNMENT AND DUTY STATION

The dates required for this assignment are from November 8 to December 10, 2019.

## IV. CONTRACT SUPERVISION

Translator will be in direct contact with UN Women Communication Officer. She/he will work under the supervision of the UN Women Communication Officer and will be ultimately responsible to the UN Women Head of Office in Viet Nam.

## V. SCHEDULE OF WORK, DELIVERABLES AND SCHEDULE OF PAYMENT

Translation service (from English to Vietnamese and vice-versa) is provided November 8 to December 10, 2019.

The payment will be paid after the completion of assigned tasks approved by UN Women Communication Officer.

## VI. EXPERIENCE AND REQUIRED QUALIFICATION

- University degree in English language or any related field;
- A minimum of two years of experience translation from Vietnamese to English and vice versa;
- Good understanding of social and development issues.

## VII. APPLICATION EVALUATION CRITERIA

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). Technical evaluation will be based on the following criteria stated as below.

| No. | Criteria | Point |
|---|---|---|
| 1 | University degree in English language or any related field | 30 |
| 2 | A minimum of two year of experience in translation from Vietnamese to English and vice versa | 40 |
| 3 | Good understanding of social and development issues | 30 |
| | Total | 100 |

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

c) Lowest financial proposal, maximum rate at 11 USD per page (350 words) - follows the EU-UN cost norms 2017.

## VIII. APPLICATION PROCEDURE AND DEADLINE

Interested applicants must submit the following document/information (in PDF format) to demonstrate their qualifications

**Technical component:**

- Letter of interest clearly stating relevant experience and qualifications against required qualifications as stated in Section VII above;
- Signed Curriculum Vitae;

**Financial proposal:**

- The financial proposal shall specify a total lump sum amount in VND including consultancy fees and all associated costs i.e. tax, insurance etc.
- If quoted in other currency, prices shall be converted to Vietnamese Dong (VND) at UN Exchange Rate at the submission deadline.

Completed applications should be sent to **procurement.vietnam@unwomen.org**.
Only applications including all items mentioned above will be considered.

**Deadline for Application: 5 November 2019**

**NOTE:** Documents required before contract signing:

- UN Personal History Form;
- Full medical examination and Statement of Fitness, at their own cost, to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts);
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtain medical clearance from the UN Medical Director prior to taking up their assignment;
- The financial proposal MUST be submitted in separated document with technical proposal. It is required to be treated as confidential and NEED not to be indicated in any form rather than financial proposal.
- Release letter in case the selected consultant is a government official.
- Security Certificate BSAFE: EN: https://agora.unicef.org/course/info.php?id=17891