

## Terms of Reference

### International Consultant for English/Portuguese – Portuguese/English Translation Services for: “Win-Win: Gender Equality Means Good Business” Programme

<b>Location:</b>	Home-based
<b>Category:</b>	UN Women
<b>Application Deadline:</b>	<b>Friday 24 July 2020 at 23:59 hours (Brasilia Time)</b>
<b>Type of contract:</b>	Consultant- Special Service Agreement (SSA)
<b>Post level:</b>	International Consultant
<b>Application Type:</b>	External
<b>Languages Required:</b>	Native English speaker, Portuguese (bilingual), Spanish is an asset
<b>Starting Date:</b>	As soon as possible, upon signature of contract
<b>End date:</b>	20 December 2020
<b>Duration of Assignment:</b>	A total of 50 days of work or 400 hours for the duration of contract

## Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

On 21 October 2015, the United Nations General Assembly adopted unanimously the Resolution 70/1 “Transforming our World: the 2030 Agenda for Sustainable Development”<sup>1</sup>. Gender equality and the empowerment of women is at the heart of the agenda, as numerous goals and targets address structural barriers to achieve equal rights and opportunities between women and men, girls, and boys. One of the key areas of concern is the economic empowerment of women. It is expressed in targets and indicators of SDG 5 : “*To achieve gender equality and the empowerment of all women and girls*”, and SDG 8: “*To promote inclusive and sustainable development, decent work and employment for all*”. Progress towards the achievement of these SDG’s, will depend not only on the adoption of a set of public policies by governments, but also on the existence of an enabling environment and active engagement from the

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<sup>1</sup> Resolution 70/1 document available at: [https://www.un.org/ga/search/view\\_doc.asp?symbol=A/RES/70/1&Lang=E](https://www.un.org/ga/search/view_doc.asp?symbol=A/RES/70/1&Lang=E)

corporate sector, which is also relevant for the achievement of SDG 17: *“To revitalize the global partnerships for sustainable development”*.

About 80% of jobs in the world are found within the private sector. This represents an enormous potential to implement transformative actions in the world of work and social responsibility in favor of women, benefiting the whole society. There is an increasing consciousness, interest, and commitment of private and public sector companies on the value and benefits of gender equality and the economic empowerment of women and its role to achieve it. This perspective includes not only large corporations but also medium and small enterprises. Women participation in entrepreneurship activities has been increasing, in many countries, not precisely as the preferred option of work, but as a mechanism to cope with the absence of economic stability and obtain income.

In January 2018 UN Women began implementation of the Programme: *“Win-Win: Gender Equality Means Good Business”*, in partnership with the European Union (EU) and the International Labor Organization (ILO). The Programme seeks to increase companies’ engagement and good practices aimed to advance gender equality and women owned business (entrepreneurs) access to market as well as to accelerate labor market conditions and economic activities in favor of women.

### ***Objectives of the assignment:***

Within the scope of the Win-Win Programme, various events, workshops, conferences, and meetings are conducted as part of its programmatic intervention including development and distribution of technical documents, tools and communication materials that require high-quality translation. Audiences include international participants, women entrepreneurs, women networks, the private sector, implementing partners (ILO) and the media. To meet such needs, UN Women Brazil, needs to contract a professional translator (to translate documents from English to Portuguese and vice versa).

### **Scope of Work/Duties and Responsibilities**

Under the overall guidance and direct supervision of the UN Women Programme Manager for the *“Win-Win: Gender Equality Means Good Business”* Programme, the consultant is responsible for:

#### **Translation Services:**

- Produce high-quality translation of documents from English to Portuguese and / or vice versa.
- Ensure confidentiality of the original texts and translated materials. The translation submitted to UN Women under each assignment is the property of UN Women and cannot be submitted, distributed, or used by any other party, unless formally authorized by UN Women.
- The translator is obligated to work within the required deadlines and be available to UN Women for comments and corrections.
- Ensure the translation services are up to expectations and professional standards.
- Ensure quality check of translation; ensuring that no errors are left in the final texts.
- Ensure final drafts are submitted ahead of time and revised as needed to meet UN Women expectations.

### Assignment Deliverables:

Deliverables	Deadlines
Monthly timesheets stating the date and title of the document being translated, and the documents translated attached.	Monthly, by 5th of next month; not to exceed 80 working hours per month.

\* Monthly time sheets should be submitted in English language and include supporting documents (Translated documents).

### Inputs

UN Women will provide the Consultant with background materials, such as UN Women Gender-sensitive lexicon, UN/UN Women Editorial Manuals and the other materials related to the assignment.

- The consultant is expected to work remotely using her/his own computer (IT Equipment).

### Performance evaluation:

- Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be conducted and cleared by the hiring manager which will also be the basis for payment on a delivery by delivery basis to the consultant.

### Financial arrangements:

- Payment will be disbursed within one month after receipt of the deliverables/according to the schedule of the deliverables (as per above matrix) and their certification by UN Women Brazil, that the services have been satisfactorily performed (except December Payment which will be processed by the end of the year). The consultant should send the invoice requesting payment at the same time of submission of deliverables.

### Core Values

- Respect for Diversity
- Integrity
- Professionalism

### Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration

- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women’s Core Values and Competencies: <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

***Required Skills and Experience***

***Qualifications Education:***

- Bachelor’s degree or equivalent in linguistics, literature, journalism, philology, or another relevant field.

***Experience:***

- Minimum of 5 years of professional experience in translation services.
- Previous experience in translating documents in gender, governance, human rights, poverty reduction, rule of law and development related documents, for at least 2 years.
- Experience working with International Organizations, Human Rights Organizations, Research Institutions for at least 2 years.
- Experience on issues relevant to UN Women's work preferred.

***Languages and other skills:***

- Excellent command of written and oral English (Native language) and Portuguese
- Working knowledge of Spanish is an asset
- Proven hands on computer skills (MS Office) and internet tools.

***Evaluation of Applicants:***

Applications will be evaluated based on the cumulative analysis taking into consideration the combination of their qualifications and financial proposal. A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. The award of the contract should be made to the individuals whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

**Technical criteria - 70% of total evaluation. Total max 70 points:**

- The total number of points allocated for the technical qualification component is 70. The technical qualification of the individual is evaluated based on desk review and following technical qualification evaluation criteria:

<b>Technical Evaluation Criteria</b>	
<b>Criterion A – Relevant Education</b>	
<ul style="list-style-type: none"> <li>Bachelor’s degree or equivalent in linguistics, literature, Journalism, and media, philology, or another relevant field.</li> </ul>	10
<b>Criterion B - Experience</b>	
<ul style="list-style-type: none"> <li>Minimum of 5 years of experience in provision of professional translation</li> </ul>	15
<ul style="list-style-type: none"> <li>Previous experience in translating in gender, governance, human rights, poverty reduction, rule of law and development related documents, for at least 2 years. It is required to provide a sample of at least three (3) documents translated in any of the following areas: gender, governance, human rights, poverty reduction, rule of law and development.</li> </ul>	10
<ul style="list-style-type: none"> <li>Experience working with International Organizations, Human Rights Organizations, Research Institutions for at least 2 years.</li> </ul>	
<b>Criterion C- Language and Other Skills</b>	5
<ul style="list-style-type: none"> <li>Excellent command of written and oral English (Native language) and Portuguese</li> <li>Working knowledge of Spanish is an asset</li> </ul>	20
<ul style="list-style-type: none"> <li>Proven hands on computer skills (MS Office) and internet tools.</li> </ul>	10
<b>Technical Evaluation Total 70% (Maximum 70 Points)</b>	<b>70 Points</b>

**Financial/Price Proposal evaluation:**

- Only the financial proposal of candidates who have attained a minimum of **49** points in the technical evaluation will be further considered and evaluated.
- The total number of points allocated for the financial/price component is **30**.

- The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical qualified candidates who have attained a minimum of 50 points in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.
- Evaluation of submitted financial offers will be done based on the following formula:  $S = F_{min} / F * 30$
- (S - score received on financial evaluation; F min - the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F - financial offer under the consideration).

**Application and submission package and selection process:**

All applications must include as one attachment:

- 1) **Motivation Letter**
- 2) **Completed and signed UN Women Personal History form (P-11)** which can be downloaded from <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>
- 3) **Financial proposal (sample is provided below):** The financial proposal shall specify **a total lump sum** amount with a breakdown of professional rate per hour, (for a maximum of 8 hours a day) for a total of 50 days or four hundred (400) hours during the period of the contract.
- 4) **Please note that applicants who do not submit samples of translated documents may be not be considered for further assessment.**

Interested candidates are requested to apply no later than **Friday 24 July , 2020 at 23:59 hours (Brasilia Time)** by submitting applications to: [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) with a subject “**International Consultant for English/Portuguese – Portuguese/English Translation Services, “Win-Win: Gender Equality Means Good Business” Programme** and answering the application form available at <https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjJSIL6IKTPamB7TpMiFnGCzd2X-1UMVhaN05GVFdPSzJEVIBMWjNHVTIOWTBLNS4u>

**Applications without P11 and financial proposal may be treated as incomplete and may not be considered for further assessment.**

**Observations**

Due to the substantial number of applications received, only the selected applicant(s) will be notified. Applicants must not be related (mother, father, sister, brother, son, or daughter) to United Nations staff members.

Applicants must be fluent in English (first language) and Portuguese (proficiency level).

**Selection Process**

**First phase:** Shortlist of the applications based on the required qualifications.

**Second phase:** Analysis of the applications by a Selection Committee. Classification based on the criteria.

**Third phase:** Interview, if the Selection Committee considers it necessary.

At the end of the last phase, the selected applicant should provide the following documents:

- Copies of the diplomas and certificates listed in the P11 form.
- Copies of the RG and CPF, or other identity document with picture and signature.

### **Sample of Financial Proposal**

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal

#### **A. Cost Breakdown per Deliverables\***

	Service Type	Translation Fee in USD (per hour)	Lump sum (A total of 400 hours during contract)
1.	Translation of documents (English to Portuguese and Vice versa)		
2	Rush fee (percentage to be added on the regular rate for delivery in less than 8 hours)		

*\*Basis for payment tranches*

UN Women applies fair and transparent selection process that would consider the competencies/skills of the applicants as well as their financial proposals.

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Verified by Michelle Ramos Lobo, Human Resources, UN Women, Brazil \_\_\_\_\_

Approved by Joana Chagas, Officer in Charge, UN Women, Brazil \_\_\_\_\_