

Date: 19 March 2018  
Ref: RFQ/BGD/296/18

Dear Sir / Madam,

**Subject: Request for Quotation (RFQ)**

UN-Habitat Baghdad Office invites you to send your quotation for (Translation services) with the Terms of Reference available in Annex 1 of this RFQ. Please submit (1) CV , (2) quotation using the annexed form, on or before 29 March 2018, 12:00pm (Baghdad time), via email to the addresses below:

[rfp@unhabitatiraq.org](mailto:rfp@unhabitatiraq.org)

**To the attention of:**

**Yasir Sabah**

**UNHabitat-Baghdad Office**

**Mob. No. : 07901361020**

[Yasir.Mohammed@un.org](mailto:Yasir.Mohammed@un.org)

**UNHabitat-Iraq**

**Dalia Al-Badran**

**Mob. No. : 07806300400**

**Baghdad Office**

[Dalia.Al-Badran@un.org](mailto:Dalia.Al-Badran@un.org)

or via pouch in a sealed envelope to the address below:

**International Zone-UN-Compound-D2**

Thank you and we look forward to receiving your quotation.

**Dr. Erfan Ali**  
**Head of Iraq Programme, UNHabitat**

**Annex 1**

**Terms of Reference**

<b>Post Title:</b>	<b>Translator</b>
<b>Background:</b>	UN-Habitat periodically requires <b>English-Arabic / Arabic-English</b> written translation services for conferences, workshops, and publications.
<b>Objectives:</b>	Provide Translation/Editing services related to any workshop, conference, study visit and publication. The translator/Editor will provide high quality translation/Editing.
<b>Contract period:</b>	2 Years
<b>Responsibilities/Tasks:</b>	Provide written translation services (English to Arabic and vice-versa) for documents formal and informal.
<b>Quotation validity:</b>	Minimum validity of quotation is for three months.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. General erudition and intimate familiarity with both cultures (Arabic, English).</li> <li>2. Extensive vocabulary in both languages.</li> <li>3. Ability to express thoughts clearly and concisely in both languages.</li> <li>4. At least 5 years of experience for translation papers and documents.</li> <li>5. Experience in formal documentation translation is an asset.</li> </ol>
<b>Required Documents</b>	<ol style="list-style-type: none"> <li>1. An updated C.V</li> <li>2. Samples of previous work</li> </ol>
<b>Activity</b>	Completion of Several Reports, Power Point and Documents
<b>Payment Method</b>	Upon deliverables and Submission of Invoice
<b>Duty Station:</b>	Home Based

**Cost of deliverables Table:**

Document translation (Arabic to English and vice versa) -250 words per page	
Translation of Power Point Presentations (Arabic to English and vice versa)- Slide	
Offerer/contact person	
Telephone number	
Email address	
Postal address	
Submission date	
Signature	