

REQUEST FOR QUOTATION (RFQ)

Subject: Media Product
Ref: RFQ/284/2018
Date: 21 February 2018

1. The United Nations Human Settlements Programme (UN-Habitat) Iraq Programme in Baghdad Office requests your price quotation for the service specified in this Request for Quotation (RFQ).
2. We would appreciate receiving your quotation on or before hours 04:00 PM on **04 March 2018** via pouch in a sealed envelope to the address below or by email attachment to the following email address. Reference number **RFQ/284/2018** should be mentioned in the envelope or in the title of the email.

To the attention of:
Yasir Sabah
UN-Habitat Iraq Programme
Baghdad Office
International Zone UN Compound-D2

Email Addresses:
rfp@unhabitatiraq.org
Yasir.mohammed@un.org

Service	Scope of work and Evaluation Criteria
Translation and Interpenetration services	Detailed Terms of Reference attached is considered as an integral part of this RFQ.

Information for bidders:

- UN-Habitat is exempt from all duties and VAT. Your offer should therefore take this into consideration, and detail any duty or VAT charges
- Your quotation must be valid for at least 60 days.

Payment Terms:

Upon Deliverables and Submission of Invoice

Queries:

Please direct any inquiries concerning this RFQ to: Yasir.mohammed@un.org

Erfan Ali
Head of UN-Habitat Iraq

Terms of Reference

Post Title:	Translator & Interpreter
Background:	UN-HABITAT periodically requires English - Arabic/ Arabic - English written translation services and interpretation services for conferences, workshops, reports, and publications.
Objectives	Provide Translation/Editing services related to any workshop, conference, study visit and publication delivered by the Programme. The translator/ editor will provide high quality translation/interpretation.
Number of days	On a retainer basis and for a period of 1 Year.
Responsibilities/Tasks:	<ol style="list-style-type: none"> 1. Provide simultaneous/ consecutive interpretation services (from English to Arabic and vice-versa). 2. Provide written translation services (from English to Arabic and vice-versa) for formal and informal documents in Word, presentations in PowerPoint and reports in Word or Publisher. 3. Provide a final proof-read translation, ready to be printed.
Qualifications:	<ol style="list-style-type: none"> 1. General erudition and intimate familiarity with both languages and cultures (Arabic, English) 2. Extensive vocabulary in both languages. Excellent interpretation of both informal and formal language, including the write up of official correspondence. 3. Ability to express thoughts clearly and concisely in both languages. 4. Excellent note-taking technique for consecutive interpreting. 5. At least 5 years of experience for translation papers and documents. 6. Confidence in the use of text formatting tools, styles, bibliographical references, captions etc 7. Experience in formal translation documentation is an asset
Travel	As per requirements and request from the programme manager. Habitat will cover any required mission cost on an <i>ad hock</i> basis

A- Financial Evaluation (50%)

No	Activity	Per Page (200-250 words)	Cost implications (USD\$)	Total (USD\$)
1	Interpretation services (English to Arabic and vice-versa)			
2	Written Translation (English to Arabic and vice-versa)			
3	Checking/proof-reading a document translated by others			
	Sub-total	1 Year		

B- Written test (50%): A professional written test (sample for translation and editing).