

Annex 1

Terms of Reference (TOR) for Technical Translation Firms – Specialising in Renewable Energy & Energy Sectors

Long-term Agreement (LTA) for IRENA

Translation & Multi Lingual InDesign layout and Replication Services.

(Initial term of one year, with options to renew on an annual basis
for three additional years, with one or more companies)

(Ref: RFQ/2018-003-Translation-LTA)

I. Introduction:

The International Renewable Energy Agency (IRENA) is an intergovernmental organisation that supports countries in their transition to a sustainable energy future and serves as the principal platform for international co-operation, a centre of excellence, and a repository of policy, technology, resource and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. Since its establishment in April 2011, IRENA has expanded to include over 150 Member States.

The organisation's work and products, therefore, target regions and countries worldwide. While IRENA's publications are largely produced in English, key releases are offered in all official languages of the United Nations to ensure broad accessibility. Translations into other languages, including German, Japanese and Portuguese, are also periodically required. IRENA seeks to provide information and knowledge in different languages to strengthen the reach of its work and to promote active participation by a diverse range of Member States.

Considering the above IRENA's membership has mandated the Agency to translate documents and materials on a case by case basis, as driven by programmatic needs. In addition to publications and outreach material, some of the major documents related to the support of IRENA's governing bodies, the Assembly and the Council, may also require translation.

In many cases, translations are central to the delivery of project outputs and the effective preparation of delegates for meetings. To meet the resulting demand for translation and editing of documents and materials, IRENA seeks a highly qualified service provider with sufficient capacity to undertake publication and document translations in an efficient and reliable manner. This would include thorough, human review of publications of varying technical complexity, as well as swift turnover when needed.

Expected text volume to be translated in 2018–2021:

- Texts for translation are expected to include reports, executive summaries, and other programmatic materials, as well as promotional brochures, sessional documents and communications content including press releases, articles and other focused messaging. Most documents for translation are up to 12 pages in length, including key brochures and summaries aimed at a global audience. Specialist reports, which may require translation to reach non-English-speaking target markets, are usually up to 120 pages.

- Translation relating to IRENA’s programmatic activities will occur throughout the year on a case by case basis. Examples of IRENA’s publications and session documents can be found on our website (www.irena.org). We encourage potential bidders to review our publications and other documents, to fully appreciate the nature and scope of our translation requirements. This will also enable bidders to familiarise themselves with the type of technical language that may be encountered, which must be reflected accurately in translations.
- IRENA’s various divisions will require translation support throughout the year, depending on the target audience of their different activities. The Agency may also need to translate sessional documents prior to and after governing body meetings.

II. Duties and Responsibilities:

A. High-quality, human-reviewed translation -Native (Native Level) Speaker

1. Replication of final layout based on InDesign or equivalent files from the original (i.e. usually English) version;
2. Provide support with translation and editing of IRENA’s documents and publications;
3. Ensure high quality of translation, accurately reflecting the meaning found in the original source language (most often English) and rendering that meaning in the translated work;
4. Be in direct contact with an IRENA project officer to discuss the precise scope of work and any specific expectations for each document to be translated.

B. Quality checks to include:

- i. Assessment and review of document;
- ii. Translation of document;
- iii. Overall quality review;
- iv. Technical accuracy review, including confirmation of technical terms and check against usage in prior IRENA translations to same language (if any);
- v. Revision and correction in consultation with IRENA project manager or publications staff;
- vi. Final check and sign off;
- vii. Final product provided in appropriate electronic format, including web-ready PDF and print-ready files accompanied by complete InDesign package.

C. Multilingual layout replication

1. Replication of final layout based on InDesign or equivalent files from original (i.e. usually English) version;
2. Design adjustments to accommodate differences between languages, including increased word count, reversal of text flow (e.g. for Arabic), script and stylistic differences, and other changes;
3. Thorough proof-reading of laid-out translation;
4. Corrections as needed based on IRENA's verification of the translation and layout.

III. Language Requirements:

Translations are usually needed from **English** to other official UN languages: **Arabic, Chinese, French, Russian** and **Spanish**.

On a case-by-case basis, translations to additional languages may be required. These are likely to include **German, Japanese** and possibly **Portuguese**.

IV. Qualifications:

- a) The translation firm should have a minimum of **seven (7) years** of experience in technical translation in **multiple sectors** and various clients. Expertise with **translation of texts on energy, renewable energy, development and economic issues or related fields** would be a definite asset. Client experience in translations for intergovernmental organisations or governments would be asset.
- b) Technical competencies and qualifications of proposed translators should be demonstrated, including CVs, certifications, such as **ISO standard**, membership with the **International Association of Conference Translators (AITC)**, or similar certifications.
- c) Proven ability and capacity to deliver translations to meet tight deadlines, such as the flexibility to assign additional translators to complete a project on time. Translation firms should be familiar with the format and style used by the Organisation for Economic Co-operation and Development (OECD). Proven familiarity or a track-record of working with the United Nations and other such organisations would be an asset.
- d) Rates for editing, formatting and proofreading must be provided and listed separately and submitted in a separate sealed envelope.
- e) Review of translations prior to delivery should include checking of spelling and grammar, confirming technical accuracy, and verifying overall clarity and fluency in every applicable language. IRENA will also conduct such verification checks and may request corrections accordingly.
- f) Provide names and points of contact information for three (3) current references (include email address)

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VI (A) Indicative Turnaround Times – for Translation

(i) Standard Delivery Time for Translation

No price quotation (do not indicate a USD Value)

Language. Translate text from English to	Indicative turnaround time	Delivery based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below				
Source document size	Working days*	Arabic	Chinese (Mandarin)	French	Russian	Spanish
➤ 20 pages or less	5 Days					
➤ 21 - 40 pages	10 Days					
➤ 41 – 80 pages	12.5 Days					
➤ 81 -120 pages	15 Days					
➤ 121 + pages	20 Days					

* Note the days indicated is our assumption. You may indicate what your interpretation is for standard delivery time will be.

(ii) Expedited Delivery Time - Translation

No price quotation (do not indicate a USD Value)

Language. Translate text from English to	Indicative Turnaround Time	Delivery based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below				
Source document size	Working days	Arabic	Chinese (Mandarin)	French	Russian	Spanish
➤ 20 pages or less	3 Days					
➤ 21 - 40 pages	5 Days					
➤ 41 – 80 pages	7 Days					
➤ 81 -120 pages	9 Days					
➤ 121 + pages	11 Days					

* Note the days indicated is our assumption. You may indicate what your interpretation is for standard delivery time will be.

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(B) Indicative Turnaround Time - for Multilingual InDesign layout and Replication Services.

(i) **Standard Delivery Time** - Multilingual InDesign & Replication Services.
No price quotation (do not indicate a USD Value)

Language. Translate text from English (source document) to	Delivery time - based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below					
	Time / A4 page - assuming 200-300 words of text per page and standard graphic complexity.					
Source document size	Indicative Turnaround *	Arabic	Chinese (Mandarin)	French	Russian	Spanish
➤ 20 pages or less	5 Days					
➤ 21 - 40 pages	10 Days					
➤ 41 – 80 pages	12.5 Days					
➤ 81 -120 pages	15 Days					
➤ 121 + pages	20 Days					

* Note the days indicated is our assumption. You may indicate what your interpretation is for standard delivery time will be.

(ii) **Expedited Delivery Time** - Multilingual InDesign & Replication Services.
No price to be quotation (do not indicate a USD Value)

Language. Translate text from English (source document) to	Delivery time - based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below					
	Time / A4 page - assuming 200-300 words of text per page and standard graphic complexity.					
Source document size	Indicative Turnaround *	Arabic	Chinese (Mandarin)	French	Russian	Spanish
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➤ 41 – 80 pages	7 Days					
➤ 81 -120 pages	9 Days					
➤ 121 + pages	11 Days					

* Note the days indicated is our assumption. You may indicate what your interpretation is for standard delivery time will be.

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VI Technical Evaluation Criteria – Translation Service Provider:

	Criteria	Weight	Description
A.	Experience	40%	<ol style="list-style-type: none"> 1. The translation firm should have a minimum of seven (7) years of experience in technical translation in multiple sectors and various clients ... (15%) 2. Expertise with translation of texts on energy, renewable energy, development and economic issues or related fields would be a definite asset. ... (15%) 3. Client experience in translations for intergovernmental organizations and/or governments will be asset, but not a disqualifier ... (5%) 4. Familiar with the format and style used by the United Nations and / or the Organisation for Economic Co-operation and Development (OECD) ... (5%)
B.	Certification	50%	<ol style="list-style-type: none"> 1. Certificates, from recognised international standard(s) setting organisations such as ISO, EN 15038; ISO9001-2008; ASTM F2575-06 ... (15%) 2. Translation firms to provide current, up to date proof of membership with at least one of the entities or a similar or equivalent organization listed below: - <ul style="list-style-type: none"> • International Federation of Translators • International Association of Professional Translators and Interpreters • International Association for Translation and Intercultural Studies • Translators Without Borders • European Society for Translation Studies • International Association of Conference Translators (AITC) or a similar, internationally recognised certification entity ... (15%) 3. Presentation of CVs or profiles of the firm’s key project managers, including specialists’ translators in each of the major target language. ... (15%)
C.	Workflow and equipment	10%	<ul style="list-style-type: none"> • Outline of efficient workflow and steps of the translation, editing and quality control process used, from submission of a document to delivery of the translations to the client (8%) • Provide information on specifications of translation software tools if used, and how such software is deployed (2%)

V. Evaluation Scoring of Proposals

- a) IRENA shall examine the Proposal to confirm that all terms and conditions under the IRENA General Terms and Conditions for Professional Services have been accepted by the Proposer without any deviation or reservation.
- b) In the event that a Proposer is unable to meet, or has a conflict or an operational reservation with the requirements of a particular clause of IRENA's General Terms and Conditions for Professional Services, the Proposer shall make known its inability, conflict or reservation known to IRENA in the Technical Proposal. IRENA may or may not entertain or consider the Proposer's request to seek a variation of the clause under reference. IRENA may consider such a request for variation in its overall evaluation of the Proposal.
- c) "In the event that the Proposer does not make known to IRENA, or include in their [its?] Technical Proposal, at the time of submission, its inability to meet, or has a conflict with, or an operational reservation with the requirements of a particular clause or clauses in IRENA's General Conditions and Terms for Professional Services; IRENA shall "reserve the right, to accept or not accept any future requests by the Proposer to, amend / modify or provide variation to any clause or clauses that the Proposer is unable comply with, or is in conflict or has reservation with."
- d) IRENA may consider such a request to deviate and or seek variation to the IRENA General Conditions and Terms in its overall evaluation of the Proposal under reference.
- e) The evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the TOR and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the section VI Technical Evaluation Criteria Translation. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, and particularly the Terms of Reference, or if it fails to achieve the minimum technical score (cut-off score) indicated in the **Data Sheet**.
- f) In the second stage, only the Financial Proposal of those Proposers that achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the relevant Proposers unopened. The overall evaluation score will either be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet**.
- g) IRENA reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction the validity of information provided by the Proposer through verification and reference checking, among other means that it deems appropriate, at any stage within the selection process.
- h) In the first stage, the evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference (TOR) and other documentation provided, applying the evaluation criteria, sub-criteria, and scoring points system specified in the evaluation matrix in the TOR. Each Proposal shall receive a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, and particularly to the Terms of Reference, or if it fails to achieve the minimum technical score (cut-off score) which is indicated

in the Data Sheet. IRENA shall make no changes to the evaluation criteria or points system used for scoring the technical proposal in the TOR after Proposals have been received. The technical scores of all Proposal deemed qualified (i.e. Proposals that have met / exceeded the cut-off threshold for technical proposals) shall be weighted as defined in the Data Sheet.

- i) In the second stage, only the Financial Proposal of those Proposers that have met / exceeded the cut-off technical score will be opened for further evaluation and review. The Financial Proposal envelopes of those Proposals that did not meet the minimum cut-off score shall be returned unopened to the respective Proposers. The total evaluation score will be based on the aggregate of the weighted technical and financial score. The proposal receiving the highest aggregate score will be awarded the contract – “the offer receiving the highest aggregate score and deemed to be the Best Value for Money (BVM)” of all the technically qualified Proposals. The evaluation method that applies for this RFP shall be as indicated in the Data Sheet.

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Data Sheet:

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> DDP, IRENA Offices, Abu Dhabi, United Arab Emirates
Delivery Address / Location	International Renewable Energy Agency (IRENA) Headquarters Masdar city, P.O. Box 236 Abu Dhabi, United Arab Emirates
Method of RFQ Submission:	RFQ for Services: Two (2) Envelopes – One envelope marked as the Technical Offer , and the other marked as the Financial Offer – submitted as separate sealed envelopes, clearly labeled - with the contents (i.e. Technical Offer or Financial Offer), Bidder's Name, Address and the RFQ reference number.
Preferred Currency of Quotation ¹	<input type="checkbox"/> <input type="checkbox"/> United States Dollars, or <input type="checkbox"/> <input type="checkbox"/> AED, or <input type="checkbox"/> <input type="checkbox"/> Euro
Tax on Price Quotation	<input type="checkbox"/> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes. If VAT or taxes are due, please indicate the rates separately.
Payment Terms	<input type="checkbox"/> <input type="checkbox"/> 100% within 30 days upon IRENA's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input type="checkbox"/> <input type="checkbox"/> Delivery of Services as per Contract deliverables.
Other after-sale services / support required	<input type="checkbox"/> Not required
Deadline for the Submission of Quotation	Monday, 19 April 2018; 14. 00 H, Gulf Standard Time (GST).
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input type="checkbox"/> English
Additional documents to submit	<input type="checkbox"/> <input type="checkbox"/> Quality Certificates (ISO, etc.), as defined in the TOR, <input type="checkbox"/> <input type="checkbox"/> Certificate of Registration, <input type="checkbox"/> <input type="checkbox"/> Company Profile Others [pls. specify], <input type="checkbox"/> <input type="checkbox"/> CV's of personal to be engaged – in the case of RFQ for Services.

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies

Warranties	Not Applicable
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 120 days
Partial Bids / Partial Awards / Split Awards	<input type="checkbox"/> Not permitted.
Evaluation Criteria <i>[check as many as applicable]</i>	<input type="checkbox"/> Technical responsiveness/Compliance to requirements, <input type="checkbox"/> For Services: Bids are scored on a combined score - Technical Offer is 70% (according to the technical evaluation criteria in the TOR) and the Financial is 30%. <input type="checkbox"/> The cut off technical score is 70 points
Annexes to this RFQ	<input type="checkbox"/> Terms of References (TOR) – Annex 1 <input type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this bidding process.
Contact Person at IRENA for Inquiries	Procurement Officer Arjuna Kadirgamar Email address: - AKadirgamar@irena.org

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