



Terms of Reference

Assignment	Translation of ILO's Nepal Wage Report into Nepali
Expected Contract period	28 th July – 25 th August 2021

BACKGROUND

The International Labour Organization (ILO) is a specialized agency of the United Nations, which works with governments, employers and workers to set labour standards, develop policies and devise programmes promoting decent work for all women and men. ILO (Nepal) is working closely with various partners to implement a wide range of activities that seek to ensure Decent Work. More information about the ILO's activities in Nepal can be found at www.ilo.org/kathmandu.

Minimum wages are a crucial component to the 2030 Sustainable Development Agenda adopted by the United Nations in 2015. Properly designed and implemented minimum wages supports better protection, reduction of inequality, and a more equitable distribution of development benefits. As such, they are fundamental to the achievement of Sustainable Development Goals 8 and 10. ILO has for long been the agency that sets out policy guidance for governments, employers and workers on minimum wage setting. The Minimum Wage Fixing Convention, 1970 (No. 131), and Equal Remuneration Convention, 1951 (No. 100) are among main ILO standards on wages that address related issues.

Government of Nepal is a signatory to the ILO Minimum Wage Fixing Convention (No. 131) and the Tripartite Consultation (International Labour Standards) Convention (No. 144). The national Labour Law has accordingly allowed for the establishment of a tripartite National Minimum Wage Committee through which a new minimum wage is set every two years in Nepal. These tripartite representatives from Nepal were invited by ILO to attend a Regional Training Course on “Designing and Implementing Effective Wage Policies” in August 2018. The training led representatives to outline a need for a “scientific” minimum wage fixing mechanism based on evidence.

A starting point was therefore develop the initial evidence. ILO Country Office for Nepal moved to develop an evidence-based report on wage trends in Nepal over the last decade. The ‘Nepal Wage Report’ was developed based a detailed analysis of existing national data, and through a series of consultations with tripartite partners. The report has been finalized and the ILO is now in the final stages prior to final dissemination.

The ILO now requires an appropriate service provider with relevant expertise to carry out a Nepali translation of the report.

OBJECTIVE

The service provider will translate ILO's Nepal Wage Report to develop a Nepali version of the report.

TRANSLATION STYLE

Nepali native speakers must carry out translations. It is vital that the translation is carried out in a manner that **follows both the tone and content of the original.**

All translations must be rechecked, and proof read by the vendor prior to submitting to ILO.

VENDOR'S RESPONSIBILITIES

The vendor will translate texts as per;

#	Document	Language	Pages
1	Nepal Wage Report	Nepali	96 (cover to cover) or 34,500 words

Note: Translation work will take place up to a maximum of 96 pages 34,500 words. The translation materials will not be provided in one lot, but on an 'as needed' basis. Quotations should be provided on both a 'per word', and a 'per page' basis.

ILO'S RESPONSIBILITIES

- To provide the texts in English
- To provide guidance on the translation of key terms
- To provide feedback and approval on translations

DELIVERABLES

- 1) Nepali version of 'Nepal Wage Report' that has been proof read

Translations should be provided in MS Word and PDF formats and be delivered to the satisfaction of ILO Country Office for Nepal.

REPORTING

The designated Communication Focal Point of the ILO Country Office for Nepal, Kathmandu, will supervise this initiative for ILO.

QUALIFICATIONS

- Nepali native speaker.
- Have at least 2 years' experience carrying out translation
- Track record of on-time delivery
- Flexibility to accommodate multiple revisions, if needed
- Experience of ILO work and labour issues highly beneficial
- Ability to meet tight deadlines

PROPOSAL SUBMISSION GUIDELINES

Format of proposals, given the attached Terms of Reference (TOR), should contain at the minimum, the following;

- 1) **A narrative proposal that contains;**
 - a) *Cover page*
 - b) *Organizational Profile*: This section should provide details regarding its registration details, management structure of organization, organizational

capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going) which are related or similar in nature to the requirements of the Call for Proposals (CfP), and proof of financial stability and adequacy of resources to complete the services required by the CfP.

- c) *Proposal for the Work*: Detailed narrative on how the service provider intends to carry out the work, based on frame and objective outlined in the ToR. Any alternative suggestions on methodology that the service provider deems more relevant for the task with accompanying justification can also be provided here.
 - d) *Technical Competence*: Specialized knowledge and experience on similar /related experience, technical capabilities, profile of team engaged for task (please include name and resumes of lead researchers and team members who will be directly involved) and other details that demonstrate the competence of service provider for stated work
 - e) *Sample of previous related work*: Printed and soft copies (where possible) of published reports and research materials that demonstrate capability in relation to TOR. Copies to links of previous reports should also be provided.
 - f) *References*
- 2) **Financial Proposal that includes;**
- a) Projected cost requirements for completed of work as per TOR;
 - b) A detailed breakdown of costs for team members and their individual contributions. Please note where costs exceed UN standards, supporting evidence must be provided.
 - c) Quotations should be provided on both a 'per word', and a 'per page' basis.

Proposal Evaluation

There will be three stages on evaluation of received proposals:

- a) **Preliminary Examination of Proposals**: ILO shall examine Proposals to determine whether they are complete with respect to minimum document requirements as per CfP, whether the documents have been properly signed, whether or not the Service Provider is in the list of terrorists and terrorists financiers, and in ILO's list of suspended and removed vendors, and whether the Proposals are generally in order. ILO reserves the right to reject any Proposal at this stage on basis of other additional indicators.
- b) **Evaluation based on Specific Criteria as per;**
 - Technical strength of the proposal (40%)
 - Service Provider's capacity (50%)
 - Have at least 2 years' experience carrying out translation
 - Track record of on-time delivery
 - Flexibility to accommodate multiple revisions, if needed

- Experience in ILO's field of work and knowledge of labour market issues would be highly beneficial
- Ability to meet tight deadlines
- Competitiveness of financial proposal (10%)

ILO reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Service Provider. Such post-qualification shall be fully documented and may include, but need not limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the Service Provider on the legal, technical and financial documents submitted;
- b) Inquiry and reference checking with Government entities with jurisdiction on the Applicant, or any other entity that may have done business with the Applicant;
- c) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- d) Physical inspection of the Service Providers' offices, branches or other places where business transpires, with or without notice to the Service Provider;
- e) Quality assessment of on-going and completed outputs, works and activities similar to requirements of ILO, where available; and Other means that ILO may deem appropriate, at any stage within the selection process, prior to awarding the contract;
- f) This is a call for proposal and ILO reserves the right to not accept any of the proposals received.