



**ILO Country Office for Nepal**

**Terms of Reference for  
hiring an external consultant  
(Translation Services)**

|                                 |  |
|---------------------------------|--|
| <b>Assignment</b>               | Translation of ILO’s Work in Freedom Programme Lessons Learnt Presentation |
| <b>Expected Contract period</b> | 9 February 2023 – 16 February 2023   |

**1. 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](http://www.ilo.org/kathmandu).

Since 2012, the International Labour Organization (ILO) with the support of the UK’s Foreign, Commonwealth and Development Office (FCDO) has implemented a flagship programme to test state of the art practices to reduce vulnerability to forced labour and human trafficking. In collaboration with multiple development partners, the ILO designed the Work in Freedom Programme, a large ILO interregional programme implemented along important labour migration pathways of migrant women workers in South and West Asia (Nepal, India, Bangladesh, Jordan and Lebanon). For example, interventions in Nepal focus on promoting mobility by choice, fair recruitment to decent jobs, safety, and dignity for migrant workers.

Following ten years of implementation both at national level and in selected provinces in Nepal, the programme has documented a rich set of lessons learned and findings that can guide future efforts to tackle similar challenges. A dissemination event has been planned on Wednesday, 22<sup>nd</sup> February, from 9 am – 5.30 PM at Hotel Yak & Yeti, Kathmandu to present and discuss these findings. **For sharing the key lessons of WIF programme, a 75 slides power point presentation has been prepared in English which needs to be translated in Nepali language. For ease of understanding and to internalize the lessons, the participants who will attend the above-mentioned event will be provided Nepali version of the presentation as a handout.**

The ILO now requires services of an external individual consultant (service provider) with relevant expertise to carry out a Nepali translation of the WIF lessons (power point presentation).

**2. Objective**

The consultant will translate following ILO document from English to Nepali:

1. Power point presentation of Work in Freedom programme key lessons

### 3. 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 consultant prior to submitting to ILO.

### 4. Consultant's Responsibilities

The consultant will translate texts as per the original documents. The service provider is required to provide translation and editing of the following documents in Nepali language. The consultant will translate texts as per;

| S.No | Document  | Language | Pages                      |
|------|---|----------|----------------------------|
| 1    | Power point presentation of Work in Freedom programme key lessons | Nepali   | 75 slides (cover to cover) |

### 5. 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

### 6. Deliverables

- 1) Nepali version of the above-mentioned ILO document that have been proofread (in a power-point presentation format)

Translations should be provided in PPT format and be delivered to the satisfaction of ILO Country Office for Nepal.

### 7. Reporting

The designated Communication Focal Point of the ILO Country Office for Nepal, Kathmandu, will supervise this initiative for ILO, in this case, it will be Bhagat Sunuwar.

### 8. 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, understanding of labour migration issues is highly preferred
- Ability to meet tight deadlines

## 9. 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) *Proposal for the Work*: Detailed narrative on how the consultant intends to carry out the work, based on the timeframe 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.
  - c) *Technical Competence*: Specialized knowledge and experience on similar /related experience, technical capabilities, consultant candidature and other details that demonstrate the competence of the individual consultant for the stated work
  - d) *Sample of previous related work*: Please share a sample soft copy (where possible) of previous translation work.
  - e) *References (at least three, which are related to consultant's previous translation work)*
  
- 2) **Financial Proposal that includes;**
  - a) Projected cost requirements for completed of work as per TOR;
  - b) A detailed breakdown of costs needs to be provided.
  - c) Quotations should be provided on both a 'per word', and a 'per page' basis.

## 10. 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 this ToR, 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;**
  - Consultant's capacity (80%)
    - Have at least 2 years' experience carrying out translation
    - Track record of on-time delivery
    - Flexibility to accommodate multiple revisions, if needed
    - Prior translation experience related to ILO areas of work and knowledge of labour migration issues would be preferred
    - Ability to meet tight deadlines
  - Competitiveness of financial proposal (20%)

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 Consultant/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) 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;
- e) This is a call for proposal and ILO reserves the right to not accept any of the proposals received.