Terms of Reference

Selection Documentation For Goods, Works & Services Financed By World Bank Grants

1. Description of Work, Good or Service

Requested By: ICLEI World Secretariat
Phone Ext: +49-(0)228 / 976 299-55
Date: 10 March 2020

Procurement Type: Non-Consulting Services (Firm)

2. Overall description of the service and its function to the program

Sub-contracting a Translation Company to work with ICLEI World Secretariat (WS) to provide translations to existing products that will provide additional knowledge to the Global Platform for Sustainable Cities (GPSC).

Function to the program:

What is the Global Platform for Sustainable Cities (GPSC)?
The Global Platform for Sustainable Cities (GPSC), managed by the World Bank, is a comprehensive support mechanism to participating cities of the Sustainable Cities Integrated Approach Pilot (SC-IAP) of GEF that aims to:

a. Promote and advise on an improved approach and method to integrated urban planning and performance, to strategically guide the 28 participating cities in the SC-IAP;
b. Capacitate and connect the participating and prospective cities on integrated sustainability planning by taking as starting points their concrete contexts, barriers and opportunities to achieve integration with a focus on urban infrastructure, policy, people and investments;
c. Provide access to a wide range of existing tools and knowledge relevant to integrated urban planning and implementation that will support the cities to deliver effective integrated urban planning.

The GPSC is designed to support the participating cities of the SC-IAP to address the challenges and opportunities they face in their urban growth, development, and infrastructure and assist ‘the change process’ to a sustainable trajectory. The GPSC supports the cities to scale up their efforts conform to global standards, practices and knowledge and to improve their performances towards low carbon, resilient inclusive and sustainable development.
3. Overall objective of the sub-contracted translating company

The sub-contracted company will be required to provide:

- Qualified translators from English to Spanish, French, and Standard Chinese. Upon budget availability, a Brazilian Portuguese translator might also be requested;
- Accurate text translation from English to Spanish, French and Standard Chinese to written documents, such as concept documents, reports, etc. produced by ICLEI World Secretariat;
- This service shall be contracted until 30 April 2020, with the possibility of an extension until 01 August 2020.

4. Tasks of the sub-contracted translating company

The sub-contractor will:

- Provide professional written translation and submit it in word processed documents from English to Spanish, French and Standard Chinese;
- Ensure that the translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation;
- All texts, including texts contained in figures, boxes, captions, sources and covers require translation and proofreading;
- Calculate price per words considering that also descriptions under drawings or photos need to be considered in the offers;
- Translation shall be done within the stipulated deadlines in the work order;
- The translated materials should be provided to ICLEI WS after completion of the required services via email at giulia.salvateria@iclei.org.

5. Expected Outcomes

- Professional written translation from English to Spanish, French and Standard Chinese;
- The translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation;
- All texts, including texts contained in figures, boxes, captions, sources and covers have been translated and proofread;
- Translation shall be done within the stipulated deadlines in the work order.
6. Reference

This contract is based on the sub-grant between ICLEI - Local Governments for Sustainability e.V. and the World Resource Institute for the project “Global Platform for Sustainable Cities” funded by the World Bank which entered into force on the 1st of May 2018.

7. Terms and conditions

- The contract will be effective from date of signing until the termination of the project (30 April 2020, with the possibility of an extension until 01 August 2020) - conditional upon satisfactory performance;
- All content, documents, reports, and other materials prepared as part of this assignment shall be the property of ICLEI and shall be handed upon completion of the assignment. The consultant shall not pass on to any third party any data, document, reports, or other materials prepared or obtained during the assignment and 3 years thereafter.

8. Application

The interested company should submit to Giulia Salvaterra at giulia.salvaterra@iclei.org specifying in the subject line ‘Offer for Translation Services’:
- the offer (per word). Please indicate any additional fees or extra costs;
- the timeframe applied to documents with this estimated word amount: 2000 words; 7000 words and 15000 words;
- Curriculum Vitae of the translators highlighting the relevant experience of the experts;
- if the Translating Company can also provide qualified translators and accurate text translation from English to Brazilian Portuguese.

The deadline for submitting the proposal is on Wednesday, 25 March 2020, COB.

For any queries, please contact Giulia Salvaterra via email address above or at +49-(0)228 / 976 299-55.

9. Selection Criteria

Candidates will be evaluated on the following criteria:
- 35 % CVs of the translators;
- 40 % Cost of proposed services (taxes and extra costs included);
- 25 % Proposed timeframe.

10. Payment

- The payment will be made upon receiving an invoice.
- The Client does not take responsibility for any changes in the exchange rate.