



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE (TOR)

For the provision of interpretation services for the Vienna Energy Forum (VEF) 2021 (5 – 7 July 2021)

10 May 2021

1. GENERAL BACKGROUND INFORMATION

The Vienna Energy Forum (VEF) is a bi-annual event organized by the Austrian Development Agency, Austrian Federal Ministry for European and International Affairs, International Institute for Applied Systems Analysis (IIASA) and UNIDO. Since its first session in 2009, the VEF has been a platform that gathers leaders, policymakers, energy practitioners, experts, and industry and civil society representatives to explore key issues related to sustainable energy. Its outcomes throughout the years have fed global UN Events in the realm energy and climate.

The VEF 2021, guided by the motto “Where Action Meets Ambition,” will explore issues related to the energy transition. Designed as the first virtual VEF, the 2021 edition will include one Youth Day on 5 July 2021, in addition to the main event on 6 - 7 July 2021, hosted in the online platform, Hopin¹.

2. SCOPE OF WORK

The objective of this TOR is to identify an interpretation service provider using Interprefy² or an equivalent application fully compatible with the online platform Hopin for the languages specified in this TOR. The interpretation services are required to support the seamless execution of the VEF 2021 virtual event.

3. GENERAL TIME SCHEDULE AND OFFICE HOURS

The interpretation services shall be available, as indicated below*, for three (3) full working days as per the VEF 2021 agenda, from 5 - 7 July 2021.

5th of July from 9:00 am – 18:00 pm

6th of July from 9:00 am – 18:30 pm

7th of July from 9:00 am – 17:30 pm

*any extension of the working hours will be compensated proportionally to the hourly rates of the interpreters.

¹ <https://hopin.com/>

² <https://www.interprefy.com/>

4. PERSONNEL REQUIRED

Ensure adequate number of personnel with required expertise on subject matter to support the smooth execution of VEF 2021.

5. QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

Qualification Requirements:

- a. Certificate of Incorporation
The bidders shall provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company.
- b. Capacity of Operations
The bidders shall include information on the qualification and number of personnel that will be available to execute the interpretation services.
- c. Business Operations
The company shall successfully provide interpretation services for international events in English, Spanish, French, Russian, Arabic and Mandarin for a minimum of five (5) years.
- d. Financial Strength
The bidders shall complete and sign the UNIDO Financial Statement Form and Bank Information Form, providing accurate information on the financial strength and banking details of the company.
- e. Statement of Confirmation
The bidders shall complete and sign the Statement of Confirmation (Annex 1 to the TOR) by an authorized official.

Evaluation Criteria:

- a. At least 5 years of experience in professional interpretation services (CVs of interpreters to be submitted). Interpreters should be native speakers of the target language.
- b. Reliable experience in subject matter and terminology in all required languages, particularly climate change, renewable energy, energy efficiency, sustainable industrial development, and digitalization.
- c. Capacity and experience of providing interpretation services using Interprefy or equivalent application fully compatible with Hopin for virtual events.
- d. Proven track-record of experience providing interpretation services to UN Agencies.

6. LANGUAGE REQUIREMENTS

Interpretation should be undertaken in the following languages:

- a) English
- b) Spanish
- c) French
- d) Russian
- e) Arabic
- f) Mandarin

7. DELIVERABLES

- a) Satisfactory interpretation services delivered to support overall smooth execution of VEF 2021
- b) Ensure interpreters are trained and experienced conducting interpretation using Interprefy or equivalent application fully compatible with Hopin
- c) Remote support and continuous monitoring throughout all sessions of the VEF 2021
Compile recordings in all languages interpreted

8. APPLICATION PROCEDURE

Interested and qualified bidders shall submit their written proposals in English:

- Short Technical Proposal (including proposed detailed description of the services to be provided, the key personnel to be assigned for the provision of the required interpretation services, CVs of key personnel, and references of similar work);
- Financial Proposal in EUR including all costs and taxes (including a detailed cost breakdown).

In case of technical difficulties, please contact UNIDO Help Desk at procurement@unido.org.

9. INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights and Vienna Energy Forum content, as well as domain and all work performed under the contract are the express and exclusive property of UNIDO.

Annex 1:



STATEMENT OF CONFIRMATION

On behalf of (insert name of company or institution): _____, I hereby attest and confirm that the company/organization:

- a) Possesses the legal status and capacity to enter into legally binding contracts with UNIDO for the supply of equipment, supplies, services or work.
- b) Is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a Court or Judicial Officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) Has fulfilled all its obligations to pay taxes and social security contributions.
- d) Has not, and that its Directors and Officers have not, within the last five years been convicted of any criminal offence related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) Pursues zero tolerance policy to all forms of corruption, including extortion and bribery.
- f) That UNIDO, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the company/institution from any further participation in its procurement proceedings.
- g) That UNIDO shall have the right to disqualify the company/institution from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of UNIDO a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by UNIDO in connection with a procurement proceeding.
- a) Does not have any conflict of interest such as the following:
 - i. None of the bidder's key personnel is associated - financial, family, employment wise - with concerned UNIDO officials, UNIDO experts/consultants recruited under the relevant project;
 - ii. no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the offer, have been given, received, or promised in connection with the

- subject ITB;
- iii. company and/or its affiliates did not participate in the preparation of the concerned procurement process, its design or the bidding documents, including, but not limited to, the technical specifications, terms of reference, and the scope of works, being subsequently used by UNIDO;
 - iv. the company directly or indirectly controls, is controlled by or is under common control with another bidder;
 - v. receives or has received any direct or indirect subsidy from another bidder;
 - vi. has the same legal representative as another bidder;
 - vii. has a relationship with another bidder, directly or through common third parties (except declared sub-contractors), that puts it in a position to influence the bid of another bidder, or influence the decisions of UNIDO regarding the bidding process;
 - viii. submits more than one bid in the bidding process, for example, on its own and separately as a joint venture partner (except as declared sub-contractor) with another bidder. A bidder's submission of more than one bid (except as declared sub-contractor) will result in the disqualification of all bids in which such bidder is involved;
- or

- b) The company is not debarred from business with the United Nations and other organizations;

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____