

## TERMS OF REFERENCE INSTITUTIONAL/CORPORATE CONTRACT

### SHORT DESCRIPTION

Translation services LTA English - Bislama - French

### BACKGROUND

Bislama is a creole language spoken in Vanuatu, an island nation in the South Pacific. It is one of the official languages of Vanuatu, alongside English and French. Bislama has developed as a lingua franca to facilitate communication between the various indigenous languages spoken in the country, which number between 115-135 depending on the source of reference.

Bislama has its roots in English but has been significantly influenced by the indigenous languages of Vanuatu, as well as other languages encountered by the islands' inhabitants, such as French. It is a creole, which means it is a stable, natural language that has evolved from the mixing of different languages in a contact situation, often between speakers of different native languages. As such, Bislama incorporates elements from these various sources, making it a unique and distinct language.

Bislama is widely used in daily communication, business, education, and media in Vanuatu. It's known for its simplicity and practicality, which has contributed to its widespread use among the country's diverse population.

The UNICEF Vanuatu Field Office (VFO) currently does not have a Long Term Agreement (LTA) contract with translators to Bislama, while there is often a need to translate documents from English to Bislama. This includes speeches at official events, Information, Education and Communication (IEC) materials, guides and other type of handbooks to be used at the community level and that are directly targeted towards the community. As a result staff time is being allocated for short translations, while for longer documents individual contracts are being tendered, which causes additional time in tender processes.

UNICEF Pacific seeks to establish an LTA for the duration of three years.

### OBJECTIVE, PURPOSE & EXPECTED RESULTS

The purpose of this LTA will be for the translation of documents from/to English-Bislama-French. The translation services will be used by UNICEF Pacific or any other UN Agency.

### LOCATION AND DURATION

Translation can be done by the service provider at their own premises.

The duration of the LTA will be 3 years with possibility of extension after this period.

### ACTIVITIES, DELIVERABLES, TIMELINES AND PAYMENT SCHEDULE

1. Translation of documents from/to English-Bislama-French.

The service provider is expected to quote fixed rates per translated word or pages for translation services.

## **QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL TECHNICAL REQUIREMENTS**

The service provider is expected to share CVs of candidate(s), as part of the technical evaluation of offers.

Minimal requirement:

- The service provider should have in their team members with at least completed grade 12.
- Having additional qualifications in English, Bislama or another language is an asset
- Past experience in writing in Bislama / translation of documents from English or French to Bislama is a must, and a portfolio of sample written or translated materials are to be provided

Each interested service provider is requested to submit in a brief a technical proposal for translation services (English-Bislama-French) along with a copy of the organization profile, the proposed technical team including curriculum vitae, as well as a sample of the previous work undertaken in the last two years.