

## REQUEST FOR QUOTATION (RFQ) Translation Services

18 December 2014  
RFQ-ROAP-2014-013

Dear Sir / Madam:

We are seeking the translation service provider to translate documents from local languages to English and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before **Wednesday 24 December 2014, 13:00 hrs.** and via *e-mail* to [procurement.bangkok@unwomen.org](mailto:procurement.bangkok@unwomen.org)

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

<b>Conditions</b>	
Payment Terms	30 days upon invoice
Validity of Quotation	■ 90 DAYS
Preliminary Examination - Completeness of quotation.	■ Partial bids not permitted
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Contact Person for Inquiries (Written inquiries only)	<a href="mailto:ketsara.naunpunyong@unwomen.org">ketsara.naunpunyong@unwomen.org</a>
General Conditions of Contract	For <a href="#">Services</a>

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN reserves the right to vary (increase or decrease) the quantity of services and/or

goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

**Procurement Unit**  
*UN Women Regional Office  
for Asia and the Pacific*

## **Annex 1: Terms of Reference**

### **I. Background**

The Convention on the Elimination of Discrimination of All Forms of Discrimination against Women (CEDAW) is the most comprehensive international treaty for ensuring the rights of women. Often referred to as the international women's bill of rights, CEDAW has been ratified or acceded to by 188 countries to date. The CEDAW provides a powerful framework and legal obligation for countries to move towards achieving gender equality. It obligates States Parties to pursue by all appropriate means and without delay, a policy of eliminating discrimination against women. Implementation of the Convention by States Parties has been uneven however, and more effort is needed to ensure its principles are implemented at the national level. The judiciary is an important mechanism for ensuring CEDAW implementation, as judges have the opportunity to interpret and apply the provisions of the Convention in domestic court decisions, and thus send a powerful message to society that discrimination against women cannot be tolerated.

Unfortunately however, international human rights standards, including the CEDAW, are not sufficiently well known among many members of the judiciary and reflected in judicial decisions in Southeast Asia. This is in part because judges and judicial personnel are not always adequately trained in international and regional human rights norms, and it is often difficult for them to access information or obtain advice about human rights jurisprudence. In addition to limited training and knowledge sharing opportunities, CEDAW implementation in the justice sector is also impeded by judicial decisions that are based on stereotypical notions about the nature and role of women, and by the view that human rights applies only to the public sphere, and not the private sphere - where women often experience violations. Moreover, in many countries, implementation of CEDAW principles may also be hindered by certain traditional or customary practices and cultural prejudices that violate women's human rights. Judges also frequently fail to recognize that equal treatment of persons in unequal situations may perpetuate rather than alleviate injustice. Often, formal equality rather than substantive equality is the focus of judicial decision making.

All ASEAN Member States are States Parties to the CEDAW, thus it is important to ensure that judiciaries in the region respect the norms and standards stated within the Convention. In other words, judges should be guided by the CEDAW when interpreting and applying the provisions of the national constitutions and laws, including customary law. In order to do so, judges must familiarize themselves with the growing international jurisprudence of human rights and particularly with the expanding material on the protection and promotion of the human rights of women. The CEDAW Committee often recommends in Concluding Comments that State parties implement measures to create awareness about the Convention among judges and judicial personnel, so as to ensure that the spirit, objectives and provisions of the Convention are well known and used in judicial processes.

**UN WOMEN'S PROGRAMME:** UN Women is implementing the Regional Programme on Improving Women's Human Rights in Southeast Asia (CEDAW SEAP) supported by the Foreign Affairs, Trade and Development, Canada (DFATD), covering eight countries - Cambodia, Indonesia, Lao People's

Democratic Republic (PDR), Myanmar, Philippines, Thailand, Timor Leste and Vietnam. One of the key focus areas of the Programme is enhancing women’s access to justice through awareness raising and capacity development of government (executive, legislative and judiciary) as well as of civil society organizations.

UN Women has been working with the justice sector in participating countries to improve understanding of the CEDAW Convention among judges and court personnel, and promote its use in courts. Building on 2013’s work – commitments and recommendations were made and to be followed through. In the spirit of forging common understanding and collaborative efforts among members of the judiciary in Southeast Asia, Concluding Recommendations of the 2013 Colloquium were put together to enhance and provide specific guidance on the applicability of CEDAW and its principles to domestic judicial decision-making as a tool in decision-making, and in enhancing regional exchange and learning among judiciaries in Southeast Asia. This booklet/manual for judges, judicial staffs and other stakeholders involved in the justice system shall be one of the knowledge products issued for the justice sector in this phase of the programme.

In light of the above, UN Women would like to contract a company to translate court judgments, court cases, and other relevant materials to gender stereotypes and other indirect forms of discrimination against women in judgments.

## II. Goods/Services required

UN Women aims to hire a company to translate documents such as court cases, court judgments and legal documents from local languages to English.

No.	Description	No. of unit (page or slide)
1	<b>Document translation (Court judgments)</b> <ul style="list-style-type: none"> <li>▪ Bahasa to English</li> <li>▪ Thai to English</li> <li>▪ Burmese to English</li> <li>▪ Portuguese to English</li> </ul>	<p>500</p> <p>500</p> <p>500</p> <p>500</p>
2	<b>Power Point Presentation</b> <ul style="list-style-type: none"> <li>▪ Thai to English</li> </ul>	100

## III. Qualifications

- Any legally registered organization, Business Company, non-governmental organization and academic institution with requisite experience and background.
- Minimum 5 years of experience in translation services including document translation, consecutive translation, and simultaneous translation with certification for official documents used at Consular Department, Ministry of Foreign Affairs, and embassies

- Experience in providing translation services for multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage
- Familiar with legal terminology, women human's rights issues, access to justice in formal and informal justice systems and CEDAW compliant legislation. More importantly, the translators must be gender-sensitive and be able to translate sensitive issues in appropriate language.
- Evidences on past achievement and work portfolio.

#### **IV. Roles and responsibilities of the parties**

- Contracted agency: as described under section II
- UN Women ROAP to provide background documents for translation such as court cases, court judgments and legal documents.

#### **V. Evaluation criteria/ methodology**

The following technical criteria will be evaluated based on a lowest priced technically compliant:

- Past track record in translation services
- Number of years of relevant experience
- Experience of translator team undertaking the task within the organization
- Experience with multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies

The contract will be awarded to the service provider that are technically compliant, provide the most competent translators and provide the lowest price (Lowest priced technically compliant)

#### **VI. Communication and reporting obligations**

The selected service provider will work under supervision of the Regional Programme Manager – CEDAW SEAP. The Regional Programme Manager – CEDAW SEAP will ensure compliance with the Terms of Reference and progress being made as per the agreed work schedule.

#### **VII. Timeframe and location**

The contract will tentatively start at the end of December 2014 or beginning of January 2015. Duration of the contract is 3 months.

Location: Home-based

**Submission of quotation:** To be considered for this assignment, kindly submit your bid to [procurement.bangkok@unwomen.org](mailto:procurement.bangkok@unwomen.org); to the attention of Procurement Unit no later than 24 December 2014 indicating experience of organization in undertaking translations services, details of the team who will be responsible for UN Women's translation documents (should the contract be awarded).