



UNODC

United Nations Office on Drugs and Crime

Regional Office for
Southeast Asia and the Pacific

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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 December 2018

Agency: UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)

Description of the assignment: Consultant for Burmese Language Publications

Duty Station: Bangkok, Thailand and Yangon, Myanmar. Travel within Thailand Myanmar is required with occasional travel to other countries in Mekong Sub-Region.

Period of assignment/services: Up to One hundred and twenty-five (125) workdays from February – December 2019

Proposal should be submitted by email to RCEAP.Recruitment@unodc.org no later than 11 January 2019.

Any request for clarification must be sent by standard electronic communication to the e-mail indicated above. UNODC ROSEAP will respond by standard electronic mail.

1. BACKGROUND

By its very nature, transnational crime crosses national borders. Effective border control is therefore one key element in combating transnational organized crime.

In the coming decade, export-driven growth and major regional infrastructure upgrades in Southeast Asia, including those associated with the ASEAN Connectivity Masterplan, will concentrate resources along "development corridors." While these trends will generally be positive in terms of lowering overall trade costs and boosting economic growth, they will also provide increased opportunities for organized criminal groups to traffic illicit goods and smuggle across borders.

The regional roadmap for connectivity, such as the ASEAN Community 2025 and Greater Mekong Sub-Region Transport Master Plan, includes major upgrades in infrastructure and initiatives to promote a freer movement of people and goods. Entry and exit points at border crossings will be increasingly pressed by the need to ensure efficient movements while also

guaranteeing the legality of these movements.

Border control officers in this region remain ill-equipped, making it difficult to combat the trafficking of people, narcotic drugs and precursor chemicals, wildlife, timber and counterfeit goods in a comprehensive manner. At the same time, the flows of people and cargo are growing bigger and moving faster, illustrating the need for increasing the fundamental knowledge, information and operational capacity among frontline officers.

UNODC strengthens border management in the region, including cross-border collaboration by:

- Enhancing cross-border cooperation through multi-agency mechanisms;
- Improving capabilities to collect, analyze and disseminate information; and
- Enhancing staff knowledge and skills through training programmes.

This TOR supports the efforts of UNODC to strengthen border management in Myanmar and limit the negative impacts of illicit activities by translating. This is achieved by providing services for translation of materials, copy editing translated content and providing inputs to improve the publications created in Burmese language.

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The primary objective of the consultancy is to provide national content translation and copy-editing services for the Border Management team based in Yangon and in Bangkok. These objectives will include the following deliverables:

1. Translation of all content generated in English to Burmese according to the standards determined by the Border Management Team.
2. Copy-editing of all content generated in Burmese according to the standards determined by the Border Management Team.
3. Complete reports, updates of summaries related the project management tools of the team.

The consultant will cover a national geographic area of work, in Myanmar and wide thematic area of work. This scope is relevant to several funded projects and multiple timelines of implementation in Myanmar as part of the BLO Network in the Mekong Sub-Region. The scope of work includes:

- Review all content created in English and determine the best approach to translate into Burmese taking into consideration national idioms, terminology and other language-related details.
- Draft a translated version of the assigned content for review, and make any changes require to produce a final version of translated content.

- Review translated content and perform copy-editing functions to ensure that any translations to Burmese meet criteria for clarity, accuracy and thematic relevance.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- A minimum three (3) years (with Master's degree), or, minimum five (5) years (with Bachelor's degree) of relevant work experience at international level. Relevant work experience may include work for media companies, public press, the UN or other international organizations and companies.

Experience and Skills

- Previous experience in creating copy in Burmese - either for analytical work or thematic reviews- is required and candidate must demonstrate examples of previous work.
- Previous experience working on governance, anti-corruption or law enforcement is ideal.
- Experience in project management and monitoring of implementation is ideal.
- Experience in managing Burmese fonts and Burmese characters (desktop publishing) is ideal.
- Highly proficient desktop publishing skills, especially in Microsoft Office Excel, and experience in managing web-based systems is required.
- Fluency in Burmese language (written and spoken) is required.
- Excellent written and spoken English is required.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Please study the TOR and propose number of work days not exceeding one hundred and twenty-five (125) work days over a period from **February to December 2019**

Duty station is Bangkok, Thailand and Yangon, Myanmar. Travel within Thailand Myanmar is required with occasional travel to other countries in Mekong Sub-Region.

Note: It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own insurance coverage during the conduct of the consultancy.

5. FINAL PRODUCTS

Satisfactory outputs based on activities as listed under scope of work. Timely and satisfactory completion of assigned tasks, with consistent attention to quality and detail of outputs. Format to submit assignments and the technologies and systems to use are defined by the

Border Management Programme Manager. All activities under the TOR are included in the annual plan.

Month	Products	Days & payment schedule
February 2019	<ul style="list-style-type: none"> • Translate content for Core Curricula Junior Officers and Pocket User Guides for Front Line Officers Pub 1, 2 and UN Women Stories • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for Pocket User Guides for Front Line Officers Pub 1, 2 • Submit all documentation via project management tools as determined by BM team 	20 Days (28 February)
March 2019	<ul style="list-style-type: none"> • Translate content for Core Curricula Middle Officers and Pocket User Guides for Front Line Officers Pub 3, 4 and UN Women Stories • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content Core Curricula Junior Officers and for Pocket User Guides for Front Line Officers Pub 3, 4 and UN Women Stories • Submit all documentation via project management tools as determined by BM team 	15 Days (28 March)
April 2019	<ul style="list-style-type: none"> • Translate content for Core Curricula Senior Officers and UN Women Stories • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for Core Curricula Middle Officers and for Pocket User Guides for Front Line Officers Pub 5, 6 and UN Women Stories • Submit all documentation via project management tools as determined by BM team 	15 Days (30 April)

May 2019	<ul style="list-style-type: none"> • Translate content for Pocket User Guides for Front Line Officers Pub 5, 6 • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for Core Curricula Senior Officers and Pocket User Guides for Front Line Officers Pub 5, 6 and UN Women Stories • Submit all documentation via project management tools as determined by BM team 	10 Days (30 May)
June 2019	<ul style="list-style-type: none"> • Translate content for Border Management Roadmap Summary Reports and UN Women Stories • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for Pocket User Guides for Front Line Officers Pub 7,8 and UN Women Stories • Submit all documentation via project management tools as determined by BM team 	10 Days (30 June)
July 2019	<ul style="list-style-type: none"> • Translate content for border management standard operating procedures • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for UN Women Stories • Submit all documentation via project management tools as determined by BM team 	5 Days (30 July)
August 2019	<ul style="list-style-type: none"> • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for UN Women Stories • Submit all documentation via project management tools as determined by BM team 	5 Days (30 August)
September 2019	<ul style="list-style-type: none"> • Translate content for border management standard operating procedures 	10 Days(30 September)

	<ul style="list-style-type: none"> • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for • Submit all documentation via project management tools as determined by BM team 	
October 2019	<ul style="list-style-type: none"> • Translate content for border management standard operating procedures • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for UN Women stories • Submit all documentation via project management tools as determined by BM team 	10 Days (30 October)
November 2019	<ul style="list-style-type: none"> • Translate content for border management standard operating procedures • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for border management standard operating procedures and UN Women stories • Submit all documentation via project management tools as determined by BM team 	15 Days (30 November)
December 2019	<ul style="list-style-type: none"> • Translate content for end of year reports • Translate content for letters, invitations, agendas, presentation and other content created for events during the month. • Copy edit content for border management standard operating procedures • Submit all documentation via project management tools as determined by BM team 	10 Days (15 December)

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant shall be under direct supervision of the Programme Manager for Border Management. Progress of actions and monitoring of the Regional Coordination Consultant will be based on agreed work plans that are reviewed and updated on a monthly basis.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultant must submit the following documents/information to demonstrate your qualifications:

1. Proposal:
 - (i) Explaining why you are the most suitable for the work
2. **Financial proposal:** Refer to Annex I.
3. **P.11¹** and/or personal CV including past experience in similar assignments and the name and contact details of 3 references.

8. FINANCIAL PROPOSAL

Lump sum contract

The financial proposal shall specify a total lump sum amount, number of work days, daily fee and shall be all inclusive. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

¹ UNODC P.11 Form can be downloaded from

<http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html>

ANNEX I: BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost (USD)	Quantity	Total Rate for the Entire Contract Duration (USD)
I. Personnel Costs			
Professional Fee Note: Bangkok, Thailand and Yangon, Myanmar. Travel within Thailand Myanmar is required with occasional travel to other countries in Mekong Sub-Region.		125 days	
TOTAL			

Note:

- (1) It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own life, medical, and travel insurance coverage during the conduct of the consultancy.
- (2) This procurement notice opens only to residents of Asia and Pacific countries. Proof is required before award of contract.

Proposed by:

Name: _____ **Signature:** _____ **Date:** _____