

ANNEX 1

TERMS OF REFERENCE

Reference: ITB – 19

I. Scope of Services Requested

The UNHCR Office in Greece assigns the translation of a research on hate speech and the media. UNHCR will make use of the translated deliverable by disseminating it electronically to the general public.

The Workplan for the translation can be found hereunder:

No	Report	Date	Language Pair	Pages Approx.	WORDS approx. (unformatted .doc)	Proposed Delivery Date
1	Research on hate speech and the media	September-October 2013	GR-EN	35	17.800	7 October 2013

II. Approach & Methodology Requirements

- i. Provide workplan and information on possible division of labour. NB: reports of less than 150 pages should preferably be undertaken by 1 translator;
- ii. Use of translation tools (e.g. TRADOS);
- iii. Timeframe: the translated research should be delivered upon completion to allow for proof-reading and evaluation, based on the time-frame agreed. The translation will be revised and evaluated upon submission by UNHCR PI staff and affiliated workforce; the contracted translation firm may be requested to correct/ amend the translation, according to guidance and notes provided by UNHCR. The contractor is expected to maintain close communication with UNHCR PI staff and affiliated workforce, and seek guidance where needed. If, upon evaluation of the final deliverable, it is found that corrections/ amendments requested by UNHCR have not been taken into consideration to the detriment of quality as deemed by UNHCR, UNHCR reserves the right to request the revision, or re-translation, of the final text by the contractor, with no additional cost incurred to UNHCR;
- iv. Upon request, UNHCR can provide the Contractor with reference texts (UNHCR guidelines, glossaries etc.) and other relative material to use as basis for terminology;
- v. The final translations must be delivered in Microsoft Word format, with no editing required to match the original formatting of the source text, unless stated otherwise.

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