

**REQUEST FOR EXPRESSIONS OF INTEREST
TO ESTABLISH A SHORTLIST FOR TRANSLATION SERVICES**

Institution: The University of the West Indies, Mona

Country: Jamaica

Project: Investment Plan for the Caribbean Regional Track of the Pilot Program for Climate Resilience

Sector: Environment and Natural Disasters- Climate Change Adaptation Policy

Abstract: CCORAL Translation Services (Website and Materials)

Grant No.: ATN/SX-14969-RG

Bid No.: CF26/C4.05-1

Deadline: 11 April 2019

The University of the West Indies (UWI) through its Mona Office for Research and Innovation (MORI) has received financing from the Inter-American Development Bank (IDB), toward the cost of the Investment Plan for the Caribbean Regional Track of the Pilot Program for Climate Resilience, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include translation of the Caribbean Climate Online Risk and Adaptation tool (CCORAL) and its related materials into French. This is being executed in collaboration with the Caribbean Community Climate Change Centre (CCCCC).

The MORI now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience as follows: (i) 10 years of experience in conducting translation services; (ii) experience working in the Caribbean; (iii) specific experience in translating documents from English to French, and; (iv) 2 written references from similar work done.

The selected Consultant should appoint a Lead Translator with the following qualifications: (i) a Bachelors degree in Linguistics and/or French and English; (ii) IT related certifications; (iii) professional translation experience of at least 3 years; (iv) experience working with the translation of websites/web tools, and; (v) fluency in English and French and knowledge of Haitian Creole.

Consulting firms will be selected in accordance with the procedures set out in the [Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9](#) for the Selection Based on the Consultants’ Qualifications (CQS).

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Any firm wishing to express interest must be firm must be legally constituted or incorporated under the laws of a [member country](#) of the Bank.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 11 April 2019.

Office: MORI-PPCR Program Management Office

Attn: Erica Haughton – Procurement Specialist

Addr.: Electronics Building, Department of Physics

The University of the West Indies, Mona

Kingston 7, Jamaica

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ⁱ Eligibility

The Consultants and its Subcontractors shall have the nationality of a Bank's member country.

List of Member Countries:

Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, Uruguay and Venezuela.

Eligible Territories

- a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France
- b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA
- c) Aruba – as a constituent country of the Kingdom of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Kingdom of the Netherlands
- d) Hong Kong – as a Special Administrative Region of the People's Republic of China

In addition to the countries noted above, the following countries are also eligible under this program only: Dominica, Grenada, Saint Lucia and St. Vincent & the Grenadines.

A Consultant or Subcontractor meets the eligibility criteria in the following cases:

- (a) **An individual** is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:
 - (i) is a citizen of a member country; or
 - (ii) Has established his/her domicile in a member country as a "bona fide" resident and is legally entitled to work in the country of domicile.
- (b) **A firm** is considered to have the nationality of a member country if it meets the two following requirements:
 - (i) is legally constituted or incorporated under the laws of a member country of the Bank; and
 - (ii) More than fifty percent (50%) of the firm's capital is owned by individuals or firms from member countries of the Bank.

All members of a JV and all subcontractors must meet the nationality criteria set forth above.

In the case that the Consulting Services Contract includes the supplying of goods and related services, all such goods and related services shall have as their origin any member country of the Bank. Goods have their origin in a member country of the Bank if they have been mined, grown, harvested, or produced in a member country of the Bank. A good has been produced when through manufacture, processing or assembly another commercially recognized article results that differ substantially in its basic characteristics, function or purposed of utility from its parts or components. For a good consisting of several individual components that need to be interconnected (either by the supplier, the purchaser or by a third party) to make the good operative and regardless of the complexity of the interconnection, the Bank considers that such good is eligible for financing if the assembly of the components took place in a member country, regardless of the origin of the components. When the good is a set of several individual goods that are normally packaged and sold commercially as a single unit, the good is considered to originate in the country where the set was packaged and shipped to the purchaser. For purpose of origin, goods labeled "made in the European Union" shall be eligible without the need to identify the corresponding specific country of the European Union. The origin of materials, parts or components of the goods or the nationality of the firm that produces, assembles, distributes or sells the goods, does not determine the origin of the goods.