Terms of Reference

1. *Purpose*

WHO Centre for Health Development (WHO Kobe Centre-WKC) is located in Kobe, Japan as an integral part of the Secretariat of World Health Organization, and we form a part of the Universal Health Coverage (UHC) and Health Systems Cluster in the Headquarters. We are looking for English/Japanese translators who will provide translation services for our translation activities on health emergencies. These include regular translation of WHO Disease Outbreak News (DON), Weekly Epidemiological Record (WER) selected by WKC responsible officer, and ad hoc translation of WHO guidance on emerging communicable diseases such as MERS-CoV from English to Japanese, as well as the update and development of the existing internal glossary of terms.

The translation work will arise throughout the year but depending on the frequency of updates and/or priority of topics to be translated.

2. *Background*

WKC will provide Japanese translation of WHO official information of health emergencies as a part of collaborative work with Japanese national and local governments.

3. *Planned timelines* (subject to confirmation)

Start date: 7 January 2019
End date: 31 December 2019
Total duration: 12 months

4. *Requirements - Work to be performed*

Tentative plan for 2019 is as follows:

<table>
<thead>
<tr>
<th>Expected translation request in 2019</th>
<th>Word count</th>
</tr>
</thead>
<tbody>
<tr>
<td>DON translation</td>
<td>1,000/week</td>
</tr>
<tr>
<td>WER translation</td>
<td>2,500/month</td>
</tr>
<tr>
<td>Ad hoc translation (e.g. guidance)</td>
<td>20,000/year</td>
</tr>
</tbody>
</table>

Please note that WKC does not guarantee to meet or exceed the estimated workload.
5. **Requirements - Planning**
   All translations should be rendered publication-ready (the products should respect the formatting specified by WHO and be free of typo, spelling and grammatical mistakes. The language should be clear, correct and consistent in the terminology and technical accuracy). WHO will carry out a quality control on the translations received and will apply measures where necessary, including reduction of translation volume and termination of contract.

   The copyright of all translations provided by the contractor shall be exclusively vested in WHO.

   The bidder should quote a price in US dollars or Japanese Yen per 1,000 English words. The price quoted must be valid for two (2) years.

   Turnaround for the service is about one week for 5,000 words document.

6. **Characteristics of the Provider**
   Bidders wishing to be considered should submit the following documents:

   1. Curriculum Vitae
   2. Copy of translator’s certification/accreditation (if applicable)
   3. Proposed rate for the service
   4. One-page (A4 size) test translation (Applicant will receive the trial document via email).

   Kindly be advised that WHO cannot pay the translation fee for the test and is not bound to select any of the bidders. WHO reserves the right to award the contract to two or more qualified bidders.

7. **Place of assignment**
   The work is carried out by the service provider in their own office, no duty travel is planned.

8. **Contract and payment**
   The contract will be awarded for a period of one (1) year with a possibility of annual extensions, subject to WHO’s requirement. First contract will be issued for tasks to be delivered throughout 2019. Payment will be made upon receipt of satisfactory translation of each task.