

**INVITATION TO BID**  
**English-to-Spanish translation for UNAIDS**  
**Terms of Reference**

**Prospective candidates or businesses must provide tangible proof of the following:**

- experience in translating a wide variety of AIDS-related material—news releases, speeches, reports and other publications—into WHO/UNAIDS-approved terminology, as applied by UNAIDS Cosponsors within the United Nations system;
  - The successful applicant(s) must be able to apply, and be familiar with, AIDS terminology in the fields of health, medicine, pharmaceuticals, education, human rights, business, the private sector, finance, economics, agriculture, law, and social issues, as applied by UNAIDS Cosponsors in the United Nations system;
- the ability to provide express service, with as little as an hour's notice, for the translation of short documents;
  - The successful applicant(s) must be able to produce high-quality translations, very often under pressure and with a rapid turnaround time;
- experience in coordinating the recruitment and training of new translators;
  - The successful applicant(s) must be able to provide a range of highly skilled translators to cope with the volume of work (around **800,000 words per year**)
  - The successful applicant(s) must be able to check and revise, before submission, any translations that may be sub-contracted out;
- the ability to adapt to changing schedules and document size, and to last-minute requests for unforeseen translations;
  - The successful applicant(s) must be able to handle the translation of several documents simultaneously for specific events (such as international AIDS conferences, World AIDS Day, United Nations Special Sessions on AIDS, etc);
- flexibility to continually incorporate corrections and check revisions as documents evolve;
  - The successful applicant(s) must be able to incorporate the many handwritten or typed changes (indicated by means of the 'track changes' tool) that UNAIDS makes to its documents—there may be two-to-four versions of the same document;
- the ability to work with several forms of word processing and design software, such as Word, Power Point, Excel, Adobe Acrobat, and the Internet;
  - The successful applicant(s) must be able to provide translations in electronic format—in the same format as the original English text.

**Specifications for bidding:**

Bids should include your rates and costs for translation and revision based on word-count, and should include details of any special rates for extraordinary documents and out-of-office hours / weekend rates.

Interested candidates should submit their application in English by registered mail in a sealed envelope to the address below by close of business on **Wednesday 18 July 2007**:

Chief, Finance and Administration  
Programme Support Group  
UNAIDS  
20 avenue Appia  
1211 Geneva 27  
Switzerland

Please write in large letters on the outside of the envelope **“SEALED BID – DO NOT OPEN”** and the reference **CCT/MLG/SpanishTra**. All bids will be opened at the same time and a decision will be made regarding the individual(s) and company(ies) to which the contract(s) will be awarded.

Please note, only successful candidates will be contacted