



**United Nations Development Programme**  
**Project Document**  
**Saudi Arabia**

**Project Title:** Capacity Development of the Translation Department at Ministry of Foreign Affairs (MOFA) in Saudi Arabia –

**Project ID:** SAU10/0009997 1

**Expected CP Outcomes:** Sustainable Development mainstreamed across the Economy

**Expected Output(s):** Institutional framework for translation efficiency identified and budgeted

**Executing Entity:** Ministry of Foreign Affairs

**Implementing Agencies:** UNDP

**Project Description**

This Initiation Plan is intended to assist MOFA in the development of a fully-fledged project document and technical assistance programme that will encompass the main activities and outcomes for a joint project between MOFA and UNDP. The proposed project aims at identifying existing capacity gaps within the department with the intention of providing the needed technical support to help the Department to better fulfil the goals upon which it was established.

Programme Period: 2012 – 2016

Key Result Area (Strategic Plan)

Atlas Award ID:

Start date: 1 April 2016

End Date: 30 June 2016

PAC Meeting Date: 30 July 2015

Management Arrangements: NIM

Total resources required **US \$ 16,000**

Total allocated resources:

o Government **\$ 16,000**

**Agreed by the Government (MOFA)**

**Agreed by the United Nations Development Programme (UNDP)**

Firas Gharaibeh

UNDP Resident Representative a.d.

29/3/2016



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Project Document  
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## **Background:**

UNDP has been providing advisory services to the Ministry of Foreign Affairs (MOFA) within the framework of its efforts to develop its administrative and organizational structure since 2001. The support is aimed at building the capacity of the Ministry's administrative and organizational structures as well as targeting human resources development within the Ministry.

In line with the Kingdom of Saudi Arabia's development priorities, currently UNDP Saudi Arabia aligns its work along the 9<sup>th</sup> National Development Plan. The areas addressed are tailored to meet some of the challenges raised in the Ninth Development Plan. UNDP's focus in Saudi Arabia has, in recent years, shifted from assistance in infrastructure to a softer assistance in terms of development and implementation of national strategies and planning, provision of policy options, water and energy efficiency, and the promotion of Youth participation. As a continuation of the support to Ministry of Foreign Affairs, UNDP is planning to implement a project to support the capacity development of the Ministry of Foreign Affairs' Translation Department.

MOFA is at the forefront in representing Saudi Arabia in the G20 and as such its translation services strive for a higher quality and visibility in the diplomatic interactions with the international community. In view of the fact that the UN has a legacy of excellence in translation (through the UN's Department of the General Assembly and Conference Management) assistance will be viewed along two separate lines: interpretation and text translation, in addition to copy editing, this initial assistance will review the possibility of benefiting from the available translation resources at the UN and other partnerships

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## **Implementation Strategy:**

This initiative aims to provide an international consultant to strengthen the capacity of the Translation Department at the Ministry of Foreign Affairs in Saudi Arabia. More specifically, this project will aim to:

- a) Improve the capacity of the department to deliver services in a timely, efficient and effective manner;
- b) Identify the short, medium and long-term capacity gaps and training needs of the department and formulate a capacity development strategy to meet these needs.

The International consultant will identify the outcomes, outputs and activities needed to ensure the project document reaches its objective of providing organizational and individual capacity development in the Department of Translation. This will include identification of training and mentoring needs of the staff in addition to the provision of technical support needed in order to review systems and procedures that have to be put in place with a view to streamline and update with greater efficiency. The project



will rely on close working relationships with reputed language institutes and academic institutions at the regional and global levels in the area of translation and/or interpretation.

**The consultant will:**

1. Conduct a Capacity Assessment to identify the existing capacity gaps. This process will aim to:
  - a) Understand the context and the organizational dimensions of the MOFA by undertaking a capacity assessment of the Translation Department based on a set of principles, indicators and through engaging with the management and members of the organization.
  - b) Identification of capacity development needs (capacity development of what and how) taking into consideration its proposed areas of intervention and work
  - c) Identification of the core issues and functional/technical capacities that the organization would like to further achieve in the short and long term;
  - d) Adaptation of the UNDP capacity assessment framework to the context;
  - e) Development of a Capacity Assessment report that would be the basis of the project document UNDP will formulate to assist MOFA to face its current and future challenges in the most effective manner.
2. Formulate a Capacity Development action plan based on the prioritized needs prioritized and assessment results
3. Organize and facilitate a strategic planning meeting for selected staff and engage them in formulating a strategy for the Department which translates its mandate and vision into strategies and activities.
4. Produce a Project Document to ensure:
  - a) The capacity of the Translation Department to deliver services in a timely, efficient and effective manner is improved
  - b) Translation services strengthened and modernized through improved communication, training and coordination
  - c) Increased partnerships and enhanced collaboration and integration of functions with relevant partners in the area of translation and interpretation



**Framework**

Outputs	Impact and Intended Results	Indicative Activities	Input/ Timing/ Location	Cost (US \$)
<p>1. Conduct a Capacity Assessment to identify the existing capacity gaps.</p>	<p>Agreement over the assessment and approval to implement plan created by MOFA</p>	<p>Understand the context and the organizational dimensions of the MOFA by undertaking a capacity assessment of the Translation Department based on a set of principles, indicators and through engaging with the management and members of the organization.</p> <p>Identification of capacity development needs (capacity development of what and how) taking into consideration its proposed areas of intervention and work</p> <p>Identification of the core issues and functional/technical capacities that the organization would like to further achieve in the short and long term;</p> <p>Adaptation of the UNDP default capacity assessment framework to the context;</p> <p>Development of a Capacity Assessment report that would be the basis of the project document UNDP will formulate to assist MOFA to face its current and future challenges in the most effective manner.</p>	<p>International Consultant for 10 working days, 5 on Location</p>	<p>Consultancy Fees: \$10,000</p> <p>DSA + TE: \$3,000</p> <p>Ticket: \$3,000</p> <p><b>Total: \$16,000</b></p>



<p>2. Formulate a Capacity Development action plan and project document based on the prioritized needs prioritized and assessment results.</p>		<p>Formulate a full-fledged costed Project Document to implement the capacity assessment report recommendation. Finalize the project Document in consultations with MOFA and UNDP Country Office.</p>		<p>Empowered lives. Resilient nations.</p>
<p>3. Organize and facilitate a strategic planning meeting for selected staff and engage them in formulating a strategy for the Department which translates its mandate and vision into strategies and activities.</p>		<p>Conducting an exercise in order to clarify the mandate and goals of the department. Translating the mandate and goals of the department into action plans and strategies.</p>		