

## Call for tenders – Provision of translation service

### Terms of Reference

#### Background

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is looking for highly qualified and experienced translation service providers, both individuals and companies, for the project “Enabling the Implementation of Georgia's Forest Sector Reform - ECO.Georgia” jointly being implemented with the Ministry of Environmental Protection and Agriculture and the Ministry of Economy and Sustainable Development of Georgia with the funding and on behalf the German Federal Ministry for Economic Cooperation and Development (BMZ), the Green Climate Fund (GCF), and the Swiss Development Cooperation (SDC).

The objective of this tender is to work with a limited number of trusted and reliable translators between English and Georgian languages to ensure accurate and consistent communication between the involved parties in the project.

#### Lots

The following table lists the lots per service type and indicates maximum number of providers to be selected for each lot.

Tenderers may tender for one or several lots and must make a separate price offer each lot they tender for.

If several lots are awarded to the same tenderer, a single contract covering all these lots will be signed.

Lot	Type of translation service	Number of providers to be selected	Eligibility
1	Simultaneous interpretation (alone)	2	Individual person
2	Consecutive interpretation (alone)	2	Individual person
3	Simultaneous interpretation in tandem	1	Company/legal person offering a pool of interpreters/translators
4	Written translation	1	Eligible both individual and legal person
5	Revision/editing of written translation	1	Eligible both individual and legal person

## Fee

Tenderers may offer different prices depending on duration of the interpretation service at once and length of the materials for translation. In the following table, the options are outlined per type of translation service.

Type of translation service	Price offer			
Simultaneous interpretation	Hourly rate	Rate for half day (4 hours excluding breaks)	Rate for a full day* (8 hours excluding breaks)	Rate for 3 or longer consecutive days*
Consecutive interpretation	Hourly rate	Rate for half day (4 hours excluding breaks)	Rate for full day* (8 hours excluding breaks)	Rate for 3 or longer consecutive days*
Written translation (source/original text)	Per page	Per standard page (2000 characters excluding space measured by reference to a "Microsoft Word" document and source text)		
Revision/editing of written translation (source/original text)	Per page			

*\*individual person shall offer only then full day rate or rate for longer consecutive days of service if she/he is able to provide the service without a tandem partner by herself/himself;*

In case of travels, the travel expenses will be reimbursed by the GIZ in accordance with its regulation.

## Duration of contract

The contract(s) will be concluded for 24 months with option for prolongation for another 24 months.

## Required profile / Requirements on the format of the tender (Technical offer)

As a proof of requested qualification and experience, tenderers, regardless of their status of natural person or company, shall submit with their tender detailed CVs of all persons designated to execute the contract. Contacts for references shall be provided by the CV as well as certificates/diploma etc. as attachment.

Minimum qualifications deemed necessary for any person designated to execute translation/revision/review tasks and quality control in the language combination(s) tendered for are the following:

- Education (5.1.1): University degree in translation or linguistic science (English and Georgian)
- General Professional Experience (5.1.2): 5 full years of professional experience in interpretation and translation (simultaneous/consecutive/written)
- Specific Experience (5.1.3): Proven experience in interpretation and translation of contents and concepts related to forestry, nature conservation and energy efficiency sector of Georgia
- Other (5.1.4):
  - o Working experience with international organizations
- Linguistic skills (5.1.5): Fluent in Georgian and English

## **Eligibility criteria**

Any individual person who has the profile or meeting the criteria above listed can take part to the tender.

A company is only then eligible for the tender if it has been providing interpretation and translation service in the last 5 year. It shall propose a pool of interpreters/translators meeting the above-mentioned criteria.

## **Requirements on the format of the tender (Price offer)**

Please calculate your financial tender based exactly on the parameters specified in the price schedule. Attached price schedule shall be used for preparation of financial offer.