

Terms of Reference

for

Translation services

I. Background

Balkan Green Foundation (BGF) in cooperation with Institute for Development Policy (INDEP), are implementing a three-year project 'Empower – Engage – Build Ownership' supported by the EU Office in Kosovo. The project objective is to enable Kosovo's civil society sector to fulfill its role in the democratic environment by acting as independent interlocutors, monitoring public institutions, increasing accountability and transparency in policy development and decision-making processes regarding concerns of communities and civil society groups in the area of environment preservation, green energy and sustainable economic growth.

The action includes the development of technical documents, tools and communication material that require adaptation into Albanian, English & Serbian language. Audiences include civil society activists, public authorities, general population and media too. To meet such needs, having highly qualified professional English, Albanian and Serbian translation/interpretation services is vital. Also, equipment's to be used for these events are required along with text translation of the documents.

II. Scope of work

The contracted Translation Company is required to provide:

1. Qualified translators for simultaneous translation from/to English, Albanian and Serbian;
2. Accurate text translation from/to English, Albanian and Serbian. Written documents, such as reports, concept documents, press releases, call for applications, promotional material, etc. produced by project partners;
3. Provision of translation equipment's.

A. Simultaneous Translation Terms:

1. The translators/interpreters shall be available at the time requested by the contracting party. One working day is 8 hours excluding lunch hour. Interpreters may be requested/ expected to stay beyond the 8 hours schedules.



2. BGF and INDEP are not responsible for accommodation and transportation of the interpreters.
3. Translators and interpreters should be qualified ones and have previously participated in trainings/workshops. They should have good working experience and proven record in the field of translation.
4. Translators/interpreters shall be in venue as per time scheduled provided by BGF.
5. Professional translation from/to Albanian, Serbian & English languages.
6. The company should have back up /Standby translators in case of illness or accidents.

B. Text Translation

1. Ensure that the translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation.
2. Professional translation from/to Albanian, Serbian & English languages.
3. Price will be calculated 250 words per page, also descriptions under drawings or photos need to be considered in the offers.
4. Provide accurate and timely translation to the satisfaction of EU standards.
5. Observe confidentially and refrain from divulging any information about the content of the text. Return the original of the documents to BGF after completion of the services.
6. Translation shall be done within the stipulated deadlines in the work order.
7. Maximum percentage margin of errors per page should not be more than 3 errors.
8. The translated materials should be provided to BGF after completion of the required services in a hard copy and a soft copy (as required).
9. The documents translated remains the copyright of BGF and should not be shared to any third party.
10. Fees will be paid upon actual services provided and after getting the certification of the concerned Project Coordinator and after submission of invoice for the payment. Payments will be made via bank accounts.
11. Translation of documents from/to Albanian, Serbian and English Language. Each page will be calculated by 250 words (250 words per 1 page) - Translation of Power Point slides, per one Slide. Payments will be made against signed purchase orders and purchase orders done upon actual service delivered.

C. Translation equipment's:



1. Provision of translation equipment's "booth" per day ex: for 14 events (7*2 days) and for half a day for 21 info sessions. Translation booth to be provided on request of BGF with 24 hours advance alert.
2. Transportation cost is inclusive with the offer of provision in price list. No further payment will be made in all mentioned areas or any places outside Prishtina, such as Ferizaj, Gjakova, Gjilan, Mitrovica, Peja and Prizren.
3. In case of damage, loose of any other hurts to the equipment's will be responsibility of the supplier.
4. Equipment's, micks, booth, should be in good condition and clear sound.
5. The company should install all equipment's prior to the event and to be well tested.

III. Duration

The contract will be effective from date of signing until the termination of the project (end of 2020) – conditional upon satisfactory performance.

IV. How to apply

The interested company should submit the offer (per unit) to Balkan Green Foundation through one of the following means:

1. Send the offer to the address: info@balkangreenfoundation.org, specifying in the subject line 'Offer for Translation Services'.

or,

2. Submit a hard copy offer in a sealed envelope at our office in the address: Street Edith Durham, Avalla Building 1, No. 24, Prishtinë, 10000, Kosovë.

The deadline for submitting the proposal is on **08 March 2018, COB**.



