



Terms of Reference (ToR)
for
Specialized Translation Agency to be engaged in the project
'Recover4Sustainability'

1. Background

Starting from July 2021, Institute for Development Policy (INDEP) is implementing the project 'Recover4Sustainability', supported by the Balkan Trust for Democracy (BTD), a project of the German Marshall Fund of the United States and the USAID.

The overall objective of this project is to promote a green agenda perspective in the future recovery packages from COVID-19, to monitor the implementation of the incentive measures and to provide a beneficial way for citizens to be included in the discussion taking advantages of the information technology. Also, the project aims to advance the conditions in which current and future recovery packages impact the most vulnerable parts of the economy and society affected from the effects of the pandemic.

In particular, through this action, INDEP aims to:

1. Build a sustainable mechanism for monitoring progress in implementing COVID-19 pandemic recovery packages in order to promote policies that promote sustainability and the transition to sustainability,
2. Influence the recovery packages to be comprehensively designed as well as to promote the sectors of sustainable economic development, environmental protection and social development.

In the beginning of 2021, INDEP has created "barometri.indep.info" website. For 2021, INDEP is seeking to follow-up with this campaign, namely to continue to increase awareness raising on monitoring the implementation and the impact of the economic recovery package by producing the below listed services and products:

- 12 informative newsletters (translation to albanian, english, serbian),
- 4 research papers (translation to albanian, english, serbian),
- 3 monitoring reports (translation to albanian, english, serbian),
- 24 info graphics (translation to albanian, english, serbian).
- Video, live events, podcasts (simultaneous and consecutive interpretation)

In regards to this topic, by requiring information on the stage of strengthening and guiding sustainable socio-political and economic development based on the principles of democracy and democratic values, equal opportunities, social and environmental justice and human rights, **INDEP** is **looking** for a **specialized translation agency** to translate the abovementioned products.

2. Description of the assignment

The contracted party (in collaboration with INDEP), will be in charge of translation of the project products. The task is listed below:

- Translation of documents and materials from Albanian into English and Serbian and vice-versa in no more than 2-4 working days (depending on the length of the document)

Documents and materials to be translated from Albanian into English and Serbian and vice-versa may include:

- publications,
- newsletters,
- monitoring reports,
- info graphics,
- podcasts,
- story videos,
- video animations,
- live events etc.

3. Quality requirements

In addition to demonstrating an excellent command of Albanian, English and Serbian, the translator will be expected, among others, to:

- Ensure professional translation, proofreading and editing of all text, including figures, boxes, captions, sources and covers;
- Perform terminology research and use the correct terms and names consistently throughout the translated text;
- Ensure translated text is complete;
- Flexibility given that INDEP may require urgent translation services;
- Check and correctly quote references to documents already published;
- Pay attention to detail at all levels and check for errors (e.g. grammar, syntax, spelling, punctuation, formatting) to ensure the translated text is an accurate, faithful and consistent
- Rendering of the original text

4. Methodology

During the preparation phase of the materials, the contracted company shall:

- Be consulted closely with the contracting authority,

- Hold regular meetings with contracting authority,
- The deliverables (including the first and final versions) should always be delivered via email,
- Ownership & Copyrights: The materials will be owned by INDEP.

5. Interpretation services

In addition to translation services, which make up the majority of services required, INDEP may also request interpretation services, as follows:

- A combination of simultaneous and consecutive interpretation services during conferences, workshops, podcasts, video animations, etc.
- Interpretation services will only be requested from Albanian into English and Serbian and vice-versa;
- The bidder should specify the standard timing for submission of requests for interpretation services (e.g. 3 days prior to the event/conference where interpretation is required);
- Specialized logistic and technical equipment should be included in the rate quoted or separately (i.e. for venues that allow installation of such equipment).

6. Roles and responsibilities

Key responsibilities of the contracted party are:

- Close collaboration with the staff engaged in the project from the contracting authority,
- Meet the agreed deadlines and expected quality standards,
- Consider all of the suggestions coming from the contracting authority for the materials,
- Report regularly to INDEP and be responsive to INDEP's project related requests,
- Prepare interim, final report and specific reports as required by INDEP.

Key responsibilities of the contracting authority are:

- Comment on the content of the materials,
- Review the content of the prepared materials and approve it,
- Provide necessary support to the contracted party,
- Inform the company/agency duly on any potential changes and deviations from the initial plan,
- Hold the company/agency accountable to the agreed terms.

6. Duration

The engagement of the contracted party is foreseen to last until July 2022. Thus, the deliverables should be equally dispersed and shared online throughout the upcoming months, but be fully completed by the end of July 2022.

7. Competencies of the organization

The interested parties should meet the following criteria:

- Have professional experience in the translation sector
- Experience in translating professional documents;
- Experience in performing simultaneous and consecutive interpretation in formal settings (conferences, high-level meetings, trainings, etc.);
- Be a registered business in Kosovo,
- The quality assurance measures/procedures put in place to comply with the requirements stated in the TOR;
- Demonstrated effective organizational and project management skills, as well as the ability to deliver services in an efficient and timely manner.
- Possess a proven Track Record and be able to present a portfolio of previously organized awareness raising campaign or the similar activities.

8. Required documentation

Interested parties that would like to submit their offers must submit the following documents:

- ✓ Expression of Interest¹
- ✓ Technical & Financial Proposal²

While the financial proposal includes the price per page – Bidding shall be based on the criteria consisting of 400 - 450 words per page. Selection of the company is not price based.

- ✓ Professional Portfolio.

9. How to apply?

The interested parties should send all the required documents listed above to the address:

kaltrina.rexha@indep.info, under the subject Line: “[Insert company’s name] – EoI for Translation Agency ‘Recover4Sustainability”.

10. Deadline for submission of offers

The deadline for submitting the offers is: **Sunday, 08 August 2021 (23:59 hr)**.

¹ A cover letter with a maximum of two pages which introduces the consulting/company/organization with an expression of interest to carry out the work as described in this ToR.

² Technical proposal should include, but not limited to, understanding of the ToR, methodology and tentative work plan. The company should clearly indicate the relevance of their previous experiences and the application of these methods to this project.