

TERMS OF REFERENCE

Request for Bid for External translation/interpretation services for EUACI Ukraine” (long term)

EU Anti-Corruption Initiative (EUACI)

1. Introduction

Corruption remains endemic in Ukraine and is an impediment for democratic development in the country, the latter being one of the major objectives of the Danish Neighbourhood strategy. Thus, support to anti-corruption efforts in Ukraine is a high political priority for Denmark, and the rest of the EU. By combatting corruption Denmark and EU will contribute to the future economic growth and trade between Ukraine, Denmark and the rest of the EU.

Based on the substantial experience Denmark has with governance and civil society in Ukraine, the EU has decided to award the implementation of the EUR 15 million “EU Anti-Corruption Initiative in Ukraine (EUACI)” 2017-2019 to Denmark using the indirect implementation modality. Denmark has allocated DKK 10 million (approx. EUR 1.34 M) to the programme.

In Denmark, the European Neighbourhood Department (EUN) of the Ministry of Foreign Affairs of Denmark (MFA/Danida) is responsible for the implementation of the programme. In Kiev, the EUN/MFA has established a programme implementing unit (PIU) to be responsible for the day-to-day implementation, which is in the process of being operational.

2. Objective

The overall objective of this contract is to ensure a reliable, high quality, short-termed written translation and simultaneous/consecutive interpretation capacity from Ukrainian and/or Russian into English language and vice versa, and equipment rent is available to EUACI.

The purpose of this contract is to provide EUACI with the means to efficiently implement its mandate, be able to deliver timely not only appropriate advice, but also technical and capacity building assistance to its Ukrainian counterparts.

3. Scope of Work

The translation/interpretation service provider offers reliable, high-quality and short-termed interpretation capacity from Ukrainian and/ or Russian into English and vice versa for events, official meetings, trainings, etc. as well as translation of written documents for EUACI and equipment rent throughout the territory of Ukraine.

Since the work of EUACI is directed towards the Ukrainian anti-corruption agencies, including the Verkhovna Rada's Committee on Corruption Prevention and Counteraction, Special Anti-corruption Prosecution office, the scope of topics is broad, but particularly specific and in-depth in the targeted fields. A major subject is the assistance and review of law initiatives and legislative framework documents for the EUACI in the related fields, as well as preparation of materials for specific trainings in those areas. It is necessary to ensure the correct usage of specific subject terms and expressions; therefore, a basic understanding of legal and police related terminology is essential.

Core Services

The Contractor shall provide:

- high-quality interpretation services using appropriate terminology (e.g., related to anti-corruption agencies). Terminology work consists in the creation of full glossaries with source and target terms, definitions, source and context reference, comments, etc.;
- process texts provided in any kind of current commonly used text software format (e. g all MS office formats, pdf, power point, open source freeware "Linux") and if necessary to convert provided text files into workable format;
- reassure the consistency of translated text and that the quality and deadlines are met. Editing shall be part of the service given large volume and necessity to engage a group of translators to ensure cohesion and consistency of translated texts, terminology;
- ability to perform beyond standard working hours and during weekends when there is an urgent need;
- ability to ensure large throughput for minimum 25 pages a day (not limited to) within a tight deadline.
- translation and interpretation services within all the territory of Ukraine;
- all necessary equipment (in good working condition) required for the provision of translation/interpretation services within the territory of Ukraine.

The requested set of the equipment for simultaneous interpretation shall contain the following: headsets, infrared receivers (the number of units shall depend upon the size of the group of 20, 40, 60 and 80 event participants), the central control unit, infrared emitters, portable booth for interpreters (or self-standing booth if requested specifically), interpreter's consoles.

Costs for delivery of the equipment to regions, assembling, installation, testing, technical maintenance and support by the engineer at site (including travel costs, delivery charges, and his/her subsistence expenses) and de-installation shall be included into the unit prices.

The Contracting Authority may also require to provide in addition the sound system and microphones if the event venue is not equipped with them, specifically:

speakers, desktop microphones at the presidium, radio microphones for questions from the audience, buttonhole microphones and round table microphones (conference system).

The Contractor must have the capacity to carry out several individual orders in parallel, starting immediately after the Framework Contract is in place. The Contractor must be capable of providing the services ordered rapidly and with a high degree of quality.

The Contractor shall be able to provide extra services, such as checking of a translation against original (this is to include proofreading and editing of the translated text) based on the pricelists for the Supplementary services. This applies to translations performed by translators, external to the contractor (EUACI staff or others). The EUACI, if in need, may request any other services from the scope offered by the Contractor.

4. Project Timeline

The Contract shall enter into force on the date on which it is signed by the last party, with the contract implementation period until 14.12.2019.

5. Bidding details

The bidder must submit the following information to be considered:

1. A brief profile (maximum two pages) of the company
2. Provide the total number of personnel.
3. The CVs (no more than three pages for each person) of the key team members who will be involved in the project. List the names, project titles, key duties on this assignment and amount of time dedicated to this project.
4. A list of assignments, similar to this project, executed in the last five years.
5. Provide budget for the services in EUR, inclusive of all taxes or other such charges.

Budget should contain the following categories:

- * Written translation from/into English EUR/page (1800 characters)
- Consecutive interpretation EUR/1 translator/hour
- Simultaneous interpretation EUR/hour (1 interpreter working in pairs)
- Price for rent of set of the equipment for simultaneous interpretation EUR/day
- Price for supplementary services (proofreading and editing of the externally translated text) EUR/page (1800 characters)
- Terms (hours/days) for written translation using specific terminology 1 page (1800 characters)
- UAH payments without VAT acceptance Yes/No
- Payment terms

* Rates for written translation can be given on standard and urgent terms. Standard or urgent rates will be ranked based on the following:

Days	Standard rate	Urgent rate
1 Working day	25 pages per day will be delivered/paid with standard rate	All pages that exceed 25 pages per day will be delivered/paid with urgent rate

Deadline for proposals submission is October 23, 2018 18:00 Kyiv time.

How to apply

The proposals shall be submitted within the above deadlines to the e-mail: barjam@ukraine-aci.com, cc: katbaz@ukraine-aci.com.

Bidding language: **English**.

Clarification questions

Questions for the Request for Bid should be addressed to katbaz@ukraine-aci.com no later than October 15, 2018 18:00 Kyiv time.

Please acknowledge receipt of this Request. Please indicate via email if you decline to provide a bid.

6. Evaluation criteria

Bids will be evaluated in accordance with criteria provided below:

#	Criteria	Weight
1	Proposed budget	80%
2	Portfolio of projects successfully completed, quality and relevance of past work	10%
3	Key delivery team members - relevant experience, skills and competencies	10%