**TERMS OF REFERENCE**

**Translation Services for the EUACI**

1. **Introduction**

The European Union Anti-Corruption Initiative in Ukraine (EUACI) Phase III is the largest support program from the European Union (EU) focused on anti-corruption efforts in Ukraine. It is co-funded by the EU and implemented by the Danish Ministry of Foreign Affairs. The EUACI is playing a pivotal role in ensuring the sustainable institutional development of anti-corruption institutions.

The overall objective of this procurement is to ensure a reliable, high quality written translation capacity from Ukrainian into English language and vice versa.

Since the work of EUACI is directed towards the Ukrainian anti-corruption agencies, local authorities, the Ministry and Agency of Restoration and a number of other partners working with anti-corruption, 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 and EUACI reporting. It is necessary to ensure the correct usage of specific subject terms and expressions; therefore, an understanding of legal and policy related terminology is essential.

1. **Scope of Work**

The services will include translation of reports, memos, draft legislation and analytical papers from Ukrainian into English and vice versa.

The Contractor shall provide the following services:

• High-quality translation services using appropriate terminology (e.g., related to anti-corruption agencies);

• 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;

• Provide extra services, such as checking a translation against the original (this is to include proofreading and editing of the translated text);

The anticipated workload is expected to be between 3 to 7 documents per month, totalling an average of 50 to 100 pages each month, sometimes more. In addition, semi-annual reports of approximately 70-80 pages.

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 the 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 within the scope offered by the Contractor.

Requirements for the Service Provider:

* Must be registered as a legal entity in Ukraine;
* Must have sufficient team of translators to provide relevant and high-quality services;
* Ability to accept payments in UAH without VAT.

1. **Project Timeline**

The Contract shall enter into force on the date it is signed by the last party, with an implementation period of 12 months.

1. **Submission of Proposals**

The deadline for submitting the proposals is **24 September 2024**, 23:59 Kyiv time.

Interested parties shall submit the following documents:

1. A brief profile (maximum two pages) of the company with the information of the total number of translators and interpreters that the company cooperates with.
2. The CVs (no more than three pages for each person) of the key team members, interpreters/translators who will be involved in the project.
3. A list of assignments, similar to this project, executed in the last two years.
4. Provide prices 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).

- Price for supplementary services (proofreading and editing of externally translated text) EUR/page (1800 characters).

- Urgent terms with a short deadline (hours/days) for written translation EUR/page (1800 characters).

Before any assignment, the EUACI and the contractor will agree on the duration of the translation and the use of standard or urgent terms. It is assumed that up till 25 translated pages can be delivered per day using the standard rate.

The bids shall be submitted within the above deadline to [euaci@um.dk](mailto:euaci@um.dk) with the subject “Translation/interpretation services for EUACI”.

Bidding language: English.

Clarification questions:

Any clarification questions regarding the bid request should be addressed to [euaci@um.dk](mailto:euaci@um.dk) not later than 17 September 2024, 18:00 Kyiv time.

Bids will be evaluated in accordance with criteria provided below:

|  |  |  |
| --- | --- | --- |
| No | Criteria | Weight |
| 1 | Proposed prices | 60% |
| 2 | Portfolio of projects successfully completed, quality and relevance of past work | 20% |
| 3 | Key delivery team members - relevant experience, skills and competencies | 20% |