

Terms of reference (ToRs) for the procurement of services below the EU threshold

Project title: Country Office Iraq

Country: Iraq

Subject of the tender procedure: Written and Verbal Translation Framework Contract

**Processing
number/cost centre:**

18.9206.6-001.00

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0. List of Abbreviations

BMZ	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung <i>Federal Ministry for International Cooperation and Development</i>
MT	Multi Projects
TS	Translation Service
IQD	Iraqi Dinar
FA	Framework Agreement
KRI	Kurdistan Region of Iraq
PuR	Prozesse und Regeln <i>Procedures and Rules</i>
ToRs	Terms of Reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in Iraq assists the Iraqi Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). GIZ offers a wide range of services to governments enabling them to perform reform measures, to private sector entities in order to lead economic growth, and to international institutions to implement their development objectives.

The framework agreement for Written and verbal translation will requiring following languages:

- **English ↔ Arabic**
- **English ↔Kurdish**
- **German ↔ Arabic**
- **German ↔ Kurdish**
- **Arabic ↔Kurdish**
- **German ↔English**

➤ **Written translation**

2. Tasks to be performed by the companies/individual translator for **Written Translation**

- Accurate text translation for required languages restricted information for local and internal distribution which may include information for media and web content, including annual reports, project documents, situation analysis, newsletters, press releases, speeches, statements, human interest stories, briefing books including proposal
- Revision & Proofreading: ensure full comparison of the original and translated texts, examine the document's overall coherence, and provide a final check of text for typos, spelling, grammar, punctuation and spacing of the translation and(including design of the page and if it)
- present by power point still the payment will be done based of standard pages.
- Ensure consistency of localized/translated bibliographical entries and country specific institutions.
- Translate/review all text contained in figures, boxes, tables, photo captions, sources, and covers.
- Google translation it is not allowed if technical committee find out the translated pages might not be considered.
- Review that content elements (units of measure, currencies, etc.) have been correctly converted to local needs.
- Proofreading of final page layouts, if needed.

- Ensure quality and accuracy of the entire document(s) before submitting it back to GIZ.
 - The final document(s) must be delivered in files, according required formats whatever requested by GIZ. with the formatting of the original document. If the translation was edited, leave track changes.
 - Each page will be 1800 characters including space.
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Verbal Translation

3. Tasks to be performed by the companies/individual translator for **Verbal translation.**

- Accurate oral translation for the indicated languages and vice-versa containing restricted information for local and internal distribution.
- Provide interpretation on occasional basis during workshops/meetings/conferences.
- Provide interpretation for international staff during meeting with counterparts and field trip to project site.
- Ability for simultaneous, consecutive verbal translation.
- Services interpreters are used at international conferences or meeting where speakers speak in their mother tongue, and interpreters (in the interpreting booths) translates into other official languages so that each participant could choose headphones in their interpretation into the language that suits person the best.
- Interpreter and the device should be ready an hour prior the event.
- Proof reading and translation services. Any documents beforehand will be sent to translator.
- If required by the GIZ the result should be provided in Word format. The texts should be provided in standard fonts within the Word programme. Formatting as per the original text should be incorporated into the document (e.g. bold text in original should appear as bold text in the translation, bullets should be reproduced accurately, headings should follow original text format etc).

4. Technical-methodological concept

3.1 Performance

The GIZ requesting unit reserves the right to carry out quality control on all work supplied by the firm and, after receipt, shall notify in writing of any requested corrections or changes. The translator shall correct, at no cost to the GIZ requesting unit, any errors, or changes.

If an assessment confirms translation and/or inadequate quality, the requesting unit reserves the right to refuse payment in full or in part for that specific work assignment. The requesting unit shall provide evidence that the document was translated and/or the quality of the specific work assignment is inadequate.

Each member of the roster of linguists must hold a BA in translation, linguistics, intercultural mediation, writing, communications, journalism, international relations, or a bachelor's degree in relevant technical fields (economics, finances, law, engineering, science, health science, etc.) in combination with a program in translation or related fields. Master's degree in translation or related fields is considered an asset.

Knowledge of MS Office, Excel, Power Point, Adobe Reader, and linguist must be familiar with computer-assisted translation tools, terminological portals, and other specialized software.

3.2 Qualifications or specialized knowledge/experience required for the assignment.

- Proven language industry track record of at least 3-5 years and good reputation.
- Solid organizational capacity and translation workflow process.
- Full proficiency in English.
- Demonstrate quality assurance procedures and organizational commitment to sustainability.
- Proven specialized knowledge by submitting a minimum of 2 translated short (2-5 pages) documents/publications from for required languages such as gender equality, sustainable development, democratic governance, and peacebuilding.
- Outstanding roster of linguists, having a professional translator (CVs are required)
- Attach minimum 3 references that include the translation work and the simultaneous interpretation services.
- Leadership management experience is required spelling
- Regional experience is required.
- Specific professional experience is required if available.
- Excellent communication, writing and editing skills required.
- Ability to work in a team and work under tight deadlines and fast-paced international work environment.
- Discipline and punctuality.
- Confidentiality must be considered according General Data Protection Regulation GDPR.
- If GIZ required from service provider to trip other cities for verbal translation such as (Meeting, conferences.) GIZ will pay the other costs like (transportation, perdiems, accomation and other costs).
- Name, address, telephone, and email address of the service Provider, If the Service Provider is a company, furnish the name of the registered company name, place of incorporation.
- Companies/Individual translators Registration (Translation licence) Office number; VAT certificate or syndicate of translators must be provided.

4 Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be clearly formulated and legible (font size 11 is recommended). The language of the tender is English.

The technical-methodological concept of the tender (section 3 of the ToRs) is not to exceed one page (not including the cover page, list of abbreviations, table of contents and brief introduction).