

Request for Proposals - Translation services

Translation of the content of an e-Learning Course:

“Introduction to Gender Mainstreaming at Local Level”

1. Introduction

The Network of Associations of Local Authorities of South East Europe (in the rest of the document referred to as “NALAS”), within the framework of the regional UN Women project “Promoting E-learning and regional knowledge base development on GRB” requests proposals from interested individuals for provision of professional translation services to translate the content of the e-Learning Course on “Promoting E-learning and regional knowledge base development on GRB”.

NALAS is a network of associations of local authorities of South Eastern Europe. It brings together 14 Associations which represent roughly 7000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and implementation of the activities.

2. Procurement information

NALAS intends to engage 4 (four) individuals that will provide professional translation services to translate the content of the e-Learning Course on “Introduction to Gender Mainstreaming at Local Level”, in the following languages:

- *English to Macedonian*
- *English to Albanian*
- *English to Serbian*
- *English to Turkish*

The translation of the particular lingual product shall be completed by **10 March 2020**.

The contractual arrangement will be in a form of Individual Contract in duration from **19 February 2020** until **15 March 2020**.

Interested individuals are invited to submit offer for translation services as specified below:

- Translation of the content of the e-Learning Course “Introduction to Gender Mainstreaming at Local Level” *from English to the languages listed above*.

The content includes Word and Power Point files which in total does not exceed 150 pages, calculated by 1800 characters per page with spaces.

3. Offers

The offer shall include:

- *Financial offer* for the services described above, expressed in gross price per translated page.
- *List of References* – at least 3 projects for translation in the area of **gender mainstreaming and gender responsive budgeting**. The list shall include: name of the organization, task performed, date and contact person.
- *5 Recommendations* from 3 national and 2 international organisations.

- *Detailed CV*

The individuals are expected to have expertise in translating publications relevant to the topic of this RfP and to ensure the accuracy and appropriateness of all translated materials. In addition, the selected individuals will be responsible for ensuring quality of the entire package of documents before submitting it to NALAS Secretariat, in the same format as the originally received files.

4. Deliverables

Translated materials in MS Word and Power Point files in languages mentioned within the point 2 of this RfP.

5. Technical Evaluation criteria

- Credentials of the proposed translators:
 - Education: University degree, preferable in English language.
 - Licence for Authorised translator/interpreter.
- Experience:
 - At least 5 years of experience in translation/interpretation with national/international organizations.
 - At least 3 projects in the area of gender mainstreaming and gender responsive budgeting, etc.
- Knowledge and skills of MS Office, including MS Word and MS PowerPoint is required.

6. Overall evaluation

The Evaluation Committee will evaluate the proposals based on the following criteria:

- 60% Technical evaluation criteria;
- 40% Financial Offer.

7. Modification of Terms

NALAS reserves the right to modify the terms of the RfP at any time at its sole discretion.

8. Acceptance and Rejection of Proposals

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the individuals who have responded. NALAS reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Network.

9. Contract Negotiation

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

Thank you for your interest in submitting a proposal. It is hoped that the information provided is of value and should anything be unclear, please contact NALAS directly.

Offers must be submitted at info@nalas.eu not later than **17 February 2020, COB**.