

## Request for Proposals

### 1. Introduction

NALAS is a network of associations of local authorities of South Eastern Europe. It brings together 16 Associations which represent roughly 9000 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.

Effective monitoring system and better coordination among different development and sectorial policies are basic conditions for achieving territorial cohesion and territorial development goals on transnational, national, regional and local level. Project "Assessing Territorial Attractiveness in SEE" (ATTRACT-SEE) will support policy makers to achieve better coordination of territorial cohesion and growth policies as well as their implementation and evaluation.

The Project is implementing by 19 partners from 9 countries (Austria, Hungary, Italy, Netherlands, Slovenia, Bosnia and Herzegovina, Croatia, Macedonia and Serbia), lead by Leading Partner - Geodetic Institute of Slovenia. The Attract-SEE project is financed by the South East Transnational Cooperation Programme. <http://www.attract-see.eu/>. Network of associations of local authorities of South East Europe – NALAS and its Task Forces and Network of Knowledge Managers are considered as a resource within the project that can be used to provide the necessary information in the region.

The aim of the project is to establish a framework concept as well as tools useful for policy makers to enhance the quality of development decisions. The results of the project are to be used by policy/decision makers in improving their cooperation and networking at the South East Europe scale. In order to be closer to the beneficiaries, the project products need to be translated in local languages.

### 2. Procurement information

NALAS intends to engage an individuals for translation services for translating the content of the project products from English in Macedonian and Albanian languages and vice versa. The translation of the products should be completed by 15<sup>th</sup> September 2014.

We invite interested individuals to submit offer(s) for translation services as per the specifications below:

1. Translation of content of Attract – SEE project's products from English into Macedonian language and vice versa, up to 500 pages.
2. Translation of content of Attract – SEE project's products from English into Albanian language and vice versa, up to 500 pages.

### 3. Offers

Your offer should include

- Financial part for the services described in the section 2 per page, calculated by 1800 characters with spaces.
- List of References – list of at least 5 projects in the area of sustainable development and urban planning, environmental protection etc. Name of the organization, date and contact person.
- 3 Recommendations from international organisations
- CV

The translator is expected to perform terminology related to territorial attractiveness and to ensure the accuracy and appropriateness of all translations. The translator is also responsible for ensuring quality of the entire document before submitting it back to NALAS Secretariat.

Please state the price before PIT and the total price including PIT expressed in EUR.  
Please deliver your offers at [info@nalas.eu](mailto:info@nalas.eu) before 09.06.2014 at 16:00.

### 4. Deliverables:

- Translated materials in MS Word, Excel and Power Point files.

## **5. Technical Evaluation criteria**

- Education: University degree, preferable in English language.
- Experience: At least 7 years of experience in translation/interpretation with international organizations. At least 7 projects in the area of sustainable development, urban planning and environmental protection.
- Language Requirements: Excellent command of Macedonian/Albanian and English language.
- Advanced knowledge and skills of MS Office, including MS Word, MS Excel and MS PowerPoint is required.

## **6. Acceptance**

The lowest priced offer that meets or exceeds the minimum requirements will be selected. Please note that NALAS has the right to decide not to choose any offer.