

Terms of Reference

Translation of the content for an e-Learning Course: “LNOB Social Mapping and Evidence-based Policy Making”

1. Introduction

Translation of the e-Learning Course on “LNOB Social Mapping and Evidence-based Policy Making” in Albanian, Serbian and Macedonian language.

NALAS is seeking a company for the **provision of professional services for translation of “LNOB Social Mapping and Evidence-based Policy Making” e-course from English in Albanian, Serbian and Macedonian language and proofreading of the e-course in English language.** This e-course is intended for local government administration. The e-learning course will be developed within the NALAS e-Academy in the frame of the NALAS project “Regional Cooperation for Better Social Inclusion at Local Level”, implemented in cooperation with GIZ, commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ).

This course will be composed of 4 different thematic modules. Each module will have content of around 15 pages.

2. Procurement information

NALAS intends to engage a company that will provide:

- *Professional proofreading of the already developed e-course “LNOB Social Mapping and Evidence-based Policy Making” in English language and*
- *Professional translation services to translate the content of the English language version of e-Learning Course on “LNOB Social Mapping and Evidence-based Policy Making”, in the following languages:*
 1. *English to Albanian (ALB)*
 2. *English to Serbian (SRB)*
 3. *English to Macedonian (MKD)*

The proofreading and the translation of the particular e-course shall be completed by **12 April 2023**.

The materials for proofreading and translation shall be provided by NALAS module by module. Each module in the English language of the e-course should be proofread and translated into 3 languages (ALB, SRB, MKD) within 3 working days after submission of the respective module by NALAS.

Companies are invited to submit offer for services as specified below:

- Proofreading of the already developed e-course “LNOB Social Mapping and Evidence-based Policy Making”, which includes up to 100 pages of Word and PowerPoint files and
- Translation of the content of the e-Learning Course on “LNOB Social Mapping and Evidence-based Policy Making” from English to Albanian, Macedonian, and Serbian language, which includes up to 100 pages of Word and PowerPoint files

3. Offers

The offer shall include:

- Cover page and Technical Proposal (detailed requirements mentioned in the point 4 of the ToR)
- Financial offer for the services described, calculated by 1800 characters per page with spaces.
The Financial offer should specify the price per page excluded of VAT as well as the price with VAT included.

The translators/proof-reader are expected to have an expertise in translating/proofreading publications in the relevant topic and to ensure the accuracy and appropriateness of all translations.

The company is responsible for ensuring quality of the entire document before submitting it to NALAS, in the same format as the originally received files.

4. Technical Proposal:

4.1 For the Company:

- List of References (minimum 5 references) for the company. The list shall include: name of the organization, task performed, date and contact person.
- 3 Recommendations from national/international organisations for the company. The recommendations will be considered as an asset.

4.2 For the Translators/Proof-reader:

- Detailed CV of translators for each of the requested languages as well as the proof-reader. Please specify the name of the translator for the respective language and for the proofreading.
- Credentials of the proposed translators/proof-reader:
 - Education: University degree, preferable in English language studies.
 - Authorised translator/interpreter for the respective language
 - Experience: At least 5 years of experience in translation/interpretation with national/ international organizations

5. Deliverables

- Translated content of e-learning course from English to Albanian, Macedonian and Serbian languages, in MS Word and
- Content of e-learning course in English language proof-read, in MS Word

6. Overall evaluation

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

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

7. Modification of Terms

NALAS reserves the right to modify the terms of the ToR 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 Consultants 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 **27 March, 2023, 12:00 (by noon)**.