

# Request for Offers

## Provision of Interpretation and Written Translation Services from English into Ukrainian and Vice Versa in Ukraine

### Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite interested consultants to submit an offer for the provision of the services described below as per requirements set out in this Request for Offers.

The GICHD works towards reducing risk to communities caused by explosive ordnance, with a focus on landmines, cluster munitions and ammunition stockpiles. The Centre helps develop and professionalise the sector for the benefit of its partners: national and local authorities, donors, the United Nations, other international and regional organisations, non-governmental organisations, commercial companies and academia. It does so by combining four lines of service: field support focused on advice and training, multilateral work focused on norms and standards, research and development focused on cutting-edge solutions, and facilitating dialogue and cooperation.

The GICHD has been actively supporting Ukraine since 2012 and has been delivering a broad package of upstream support from its headquarters in Geneva since 2014. Over the past decade the GICHD has continued to cultivate formal and informal partnerships with a range of national, regional, and international partners, and has actively supported the Ukrainian Government with the formalisation of its humanitarian mine action operations.

Data privacy considerations: By expressing their interest and submitting a complete file, consultancy entities explicitly consent that the necessary information contained in the submission documents will be used to process the application. Consultancy entities acknowledge that the information provided will be checked against a series of criteria, including (and only if applicable) legal constraints as per funding agreements. The information collected by the GICHD is directly related to the GICHD's need to process the information the consultancy entities submitted adequately. Examples of the data we request include name, title, organisation, address, work experience, etc. For more information about data protection or the applicants' rights, see the GICHD data protection notice ([Data protection notice | Geneva International Centre for Humanitarian Demining \(gichd.org\)](#)).

The GICHD seeks to promote [gender balance and diversity](#) among staff and consultants.

Successful Bidders will be contacted to discuss specific contractual matters following the deadline for submissions.

**Reference number:** RFO/2023/LOR/03

**Project number:** 94006

**Posting date:** 10 November 2023

**Deadline for submission of offers:** 23 November 2023, 23:59, CET Time Zone.

**Country/ies of deployment:** Ukraine, only consultants registered in Ukraine are eligible to apply.

**Currency:** The quotation shall be presented in Swiss Francs (CHF) or Euros (EUR)

**Language:** The quotation shall be submitted in English

**Submit to:** [consultants@gichd.org](mailto:consultants@gichd.org)

## Scope of Work

The GICHD is planning a series of events (trainings, workshops, seminars etc.) in Ukraine throughout 2024, which will take place in-person in Kyiv and Zakarpatska oblast<sup>1</sup>. The GICHD is requesting offers from consultants registered in Ukraine to provide interpretation (consecutive in pair and/or simultaneous) and written translation services from English into Ukrainian and vice versa during events, trainings, workshops with a combination of indoor and field sessions.

## Necessary Qualifications

The consultant sought for this assignment should possess following qualifications and competencies:

- Minimum five (5) years of providing translation/interpretation services from English to Ukrainian and vice versa.
- Higher education in linguistic or a related field.
- Confirmed experience in providing translation/interpretation services in humanitarian terminology/topics, and/or diplomatic areas.
- Excellent communication skills.
- Ability to work in fast-paced environment.
- Professional knowledge of mine action terminology would be an asset.
- Experience with international organizations would be an asset.

**Bidder Language** – All bids must be submitted in English.

**Clarifications** – Bidders may request clarification in relation to the scope of work by submitting a written request using the bid submission email no later than 3 working days prior to the deadline date for submission. Service fees, value added taxes and any other costs should be included in the offer.

**Gender and diversity** – The GICHD seeks to promote gender and diversity, including opportunities for people from mine-affected countries.

## Delivery Dates of the Services

The mandate of the contract starts with the signing of the contract by both parties and covers the period from 15 January to 31 December 2024.

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<sup>1</sup> The GICHD provides accommodation, meals (breakfast, lunch and dinner) and covers transportation expenses for the events taking place in Zakarpatska oblast.

## Estimated Workdays to Deliver the Services

60 training days of simultaneous and/or consecutive interpretation; 500,000 words.

Please note that the figures have been stated to enable Bidders to have an indication of the projected requirements. It does not represent a commitment that the GICHD will guarantee stated quantity of services to be offered. Quantities may vary and will depend on actual requirements. Services will be remunerated based on the submission of invoices.

## Proposal Submission

The Bidder shall provide a coherent, structured, and clear offer in response to the request submitting the following elements:

1. Name of the consultant and their legal address.
2. Detailed Bidder's CV (copies of diplomas and certificates may be requested additionally).
3. A concise narrative offer showing professional capacity and experience to deliver specified services.
4. A proof of consultant registration in Ukraine.
5. Complete detailed price offer.
6. References from previous clients may be requested additionally.

## Pricing

The Bidder shall provide a detailed quote for each type of services using the tables below.

Services	Hourly Rate, Gross	Daily Rate, Gross	Overtime (after 8 hours/day)
<b>Simultaneous Interpretation (in pair)</b>			
<b>Consecutive Interpretation</b>			

Services	Word Rate, Gross
<b>Regular Written Translation</b>	
<b>Overnight Written Translation</b>	

## Legal Requirements

Interested Bidders must provide a guarantee that they are registered as an individual consultant in Ukraine. The selected consultant is expected to enter into a contract with the GICHD.

By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

## Evaluation of Proposals

The evaluation of proposals will consider the following elements:

- The ability to undertake the scope of the work and deliver requested services.
- Competitiveness of the offer.
- Proven and documented experience in delivering similar services.

The GICHD may request additional information from the Bidders during the selection process and may request to receive references from other clients of the applicants.