

Request for Offers

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

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite qualified consultants to submit offers for the provision of language services as per requirements set out in this Request for Offers (RFO).

Reference number	RFO/2025/AVY/03
Project number	94006
Posting date	17 November 2025
Deadline for offers submission	7 December 2025, 17:00, CET Time Zone
Country/ies of deployment:	Ukraine, the World
Currency	The quotation shall be presented in EUR only
Language	The quotation shall be submitted in English only
Submit to	ukraine@gichd.org and y.avramenko@gichd.org

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.

RFO Terms

By participating in this RFO (e.g., by submitting an offer), you agree to the following terms:

- This RFO is not a contractual offer and does not create any obligation on the part of the GICHD to award a contract or to accept any offer. The GICHD reserves the right to reject any or all offers, to withdraw or amend this RFO at any time, or to cancel the procurement process without providing reasons and without incurring any liability towards the participants.
- The GICHD shall not be liable for any costs or expenses incurred by the participants (Bidders) in connection with the preparation or submission of an offer.
- The GICHD is under no obligation to provide feedback or explanations regarding the selection or rejection of any offer.
- Evaluation of offers will be at the sole discretion of the GICHD.
- The GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant (Bidder).
- This RFO and any related process shall be governed by the laws of Switzerland, subject to the jurisdiction of the courts of Geneva, Switzerland, and the law of the country or countries in which services are provided.

Scope of Work

The GICHD is planning a series of events (trainings, workshops, seminars, liaison visits etc.) in Ukraine and overseas throughout **2026-2027**. Events in Ukraine will take place in-person in **Kyiv and Zakarpatska oblast¹**. The GICHD is requesting offers from consultants to provide interpretation (simultaneous in pair and/or consecutive) and written translation services **from English into Ukrainian and vice versa** during events, trainings, workshops, liaison visits etc. 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 and ammunition safety management terminology would be an asset.
- Experience with international organizations would be an asset.

¹ The GICHD provides accommodation, meals (breakfast, lunch and dinner) and covers transportation expenses for the events taking place in Zakarpatska oblast. No such arrangements to be made in Kyiv. For the overseas events, the GICHD will assume all transport, accommodation and subsistence costs based on the existing internal rules and regulations.

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 2026 to 31 December 2027**.

Estimated Workdays to Deliver the Services

80 event days of simultaneous and/or consecutive interpretation; **400,000 words annually**.

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 (for language companies, the CVs of key interpreters/translators shall be submitted) and any other relevant documents demonstrating competence and expertise in providing language services.
3. A proof of consultant/company registration. For language services to be delivered in Ukraine, the consultant or company needs to be registered in Ukraine.
4. Complete detailed price offer.
5. References from previous clients and/or copies of diplomas and certificates may be requested additionally may be requested additionally.

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 5 working days prior to the deadline date for submission. Service fees, value added taxes and any other costs should be included in the offer.

Pricing

The Bidder shall provide a detailed quote for each type of services using the tables below. The Bidder can quote for one, several or all listed services. The GICHD will assume all transport, accommodation and subsistence costs based on the existing internal rules and regulations.

Services	Hourly Rate, Gross	Daily Rate, Gross	Overtime (after 8 hours/day)
Ukraine			
Simultaneous Interpretation (in pair)			

Consecutive Interpretation			
The World			
Simultaneous Interpretation (in pair)			
Consecutive Interpretation			

Services	Word Rate, Gross
Regular Written Translation	
Overnight Written Translation	

Legal Requirements

Interested Bidders must provide a guarantee that they are registered as an individual consultant or company. For language services to be provided in Ukraine, the consultant or company needs to be registered in Ukraine. The selected consultant is expected to enter into a contract with the GICHD based on the established template. Bidders must agree to comply with the GICHD's Partner Code of Conduct, the GICHD General Terms and Conditions (subject only to commercial negotiations), and any donor-mandated compliance clauses.

By submitting the offer, the applicant (Bidder) 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:

- Competence and expertise.
- Competitiveness of the offer.
- Proven and documented experience in delivering similar services.
- Ability to comply with the GICHD's Terms and Conditions

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.