

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite language consultants for specialist interpretation and translation services to submit a quotation for the provision of the services described below as per requirements set out in this request for offers (RFO).

Reference number	RFO/2026/AMAT/BUL-02
Project number	91023
Posting date	02.03.2026
Deadline for submission of the offer	25.03.2026, 23.59, CET
Currency	The quotation shall be presented in Swiss Francs (CHF) or Euro (EUR)
Language	The quotation shall be submitted in English
Submit to	b.king@gichd.org l.buhin@gichd.org

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 GICHD to award a contract or to accept any offer. 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.
- GICHD shall not be liable for any costs or expenses incurred by the participants in connection with the preparation or submission of an offer.
- 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.
- GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant.
- This RFO and any related process shall be governed by the laws of Switzerland and subject to the exclusive jurisdiction of the courts of Geneva, Switzerland.

Requirements

Specification of Services	<p>The consultants will provide specialist interpretation and translation services in Romanian and English in the Republic of Moldova, supporting the GICHD - Ammunition Management Advisory Team (AMAT) to address safety and security risks concerning ammunition stockpiles by strengthening the capacities of national authorities in line with international standards and best practices.</p> <p>The specialist interpretation services will be carried out during conferences, workshops, and meetings, as well as trainings, tabletop exercises, and practical exercises. These events will be implemented in Chisinau and elsewhere in the country.</p> <p>The specialist translation services will include translations of preparatory and training materials, and regulatory documents for the above-listed type of events.</p>
Timing	<p>The services are expected to be provided over a two-year period, from 15 April 2026 to 14 April 2029, contingent upon the availability of secured funding for the duration of the assignment.</p>
Terms	<p>Suppliers must agree to comply with GICHD's Partner Code of Conduct, the GICHD General Terms and Conditions (subject only to commercial negotiations), and any donor-mandated compliance clauses.</p>
Place of assignment	<p>The language consultants will be based in Chisinau, with potential travel requirements across the country and to Geneva as needed.</p>

Proposal

The supplier shall provide a coherent, organized and clear proposal in response to the request. The proposal should at least cover the following items:

- Name of company/individual
- Address, contact details
- Description of how the requirements set out above will be met by the supplier
- Pricing: Daily rate in CHF or EUR