

Annex 1 - Terms of reference

Frame-work contracts for translation and interpretation services

1. Context

On behalf of the German Federal Government, especially of the Ministry for Economic Cooperation and Development (BMZ), GIZ has been supporting the South Caucasus countries since the 1990s in becoming social market economies and adopting the rule of law and democracy

In the three South Caucasus countries, GIZ is working on an ongoing basis with the ministries of finance, justice, economic affairs, regional development, education, environment and agriculture. We also carry out activities at local level. In addition, we are engaged in intensive dialogue with the private sector, civil society and the community. In order to achieve sustainable, positive change, the involvement of these groups is just as important as that of state institutions. GIZ, furthermore, carries out regional activities, The focus is on three main topics:

- Democracy, local governance and the rule of law
- Sustainable economic development
- The environment and the sustainable use of natural resources

Support provided by GIZ for the partners in terms of rapprochement with EU standards runs like a golden thread through all programs.

2. Description of Services

For the implementation of interdisciplinary, cross-regional projects, GIZ, as a service provider for international cooperation in Georgia, requires translation and interpretation services.

Within the framework of the GIZ projects in Georgia and South Caucasus region, various activities and measures are implemented to achieve the individual programme objectives. Due to the international orientation of GIZ and the associated interaction of different nationalities, there is a great need for translation/interpretation services to ensure accurate and consistent communication between the involved parties participating in (cross-border) event formats organised by GIZ.

Since different actors and project participants often meet to discuss on project-related topics in the field of development cooperation, translation/interpretation services are needed for various exchange formats, both digital and face-to-face, among others. Besides oral interpretation services, written translations are also needed, such as for PR material, studies or project progress reports.

Due to the wide range of projects that GIZ implements in various sectors, from private sector development and urban mobility to good governance and climate protection, GIZ requires translation / interpreting services that specialise in the technical vocabulary of development cooperation.

3. Services in detail

The service provision of translation services will be on demand basis and according to the individual needs of the projects. As the different projects operate within various sectors, multiple languages and different types of translation/ interpretation are required.

3.1 Simultaneous/ Consecutive orally *Interpreting Service*

Simultaneous and consecutive orally interpreting services include:

- providing simultaneous/consecutive interpreting in digital as well as in presence meetings;
- providing interpretation via video conferencing and other visual media such as MS Teams and/or Kudo;
- providing on-site interpretation (face-to-face/Interpretation Box);
- ensure effective and efficient provision of services, while maintaining full confidentiality in all aspects of assignment, management of information.

3.2 Written Translation Service

Written translation services include the translation of documents, brochures and leaflets, that contain specific technical language, from one language into the other by securing the same technical content.

3.3 Required languages

The consultant offers his interpreting and translation services for the following languages and technical terminologies (see Lot 1, Lot 2 and Lot 3):

Lot 1		Lot 2		Lot 3	
Languages		Languages		Languages	
From	Into	From	Into	From	Into
Georgian	English	Georgian	German	English	German
English	Georgian	German	Georgian	German	English
Technical terminologies		Technical terminologies		Technical terminologies	
<ul style="list-style-type: none"> • Governance and democracy • Environment and climate change • Economic development • Vocational Education • Employment and technical education • Displacement 		<ul style="list-style-type: none"> • Governance and democracy • Environment and climate change • Economic development • Vocational Education 		<ul style="list-style-type: none"> • Governance and democracy • Environment and climate change • Economic development • Vocational Education 	

3.4 Technical and professional ability

The consultant approves that he fulfills the following criteria that are defined to be eligible to submit a tender:

- At least **three years working experience with international clients** or organizations in the field of development cooperation.
- Practical experience in **working with GIZ** is not mandatory but an advantage
- **Proven knowledge and professional proficiency** of at least one of **the above-mentioned languages Lots** (e.g., Georgian-German / German-Georgian). Bidders may apply for as many Lots as they wish and the evaluation will be carried out per Lot.
- Minimum **three-year language proficiency**. The language skills should be proven with a (diploma) certificate/university degree and/or references of practical work experience in development cooperation.
- Please also indicate your **practical experience in working with online platforms** (such as MS Teams, Kudo, Big Blue Bottom etc.).
- Proven Knowledge of the **respective technical language/terminologies** as mentioned in the Lots.