

# TERMS OF REFERENCE (TOR)

LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF TRANSLATION / INTERPRETATION SERVICES TO FACILITATE THE IMPLEMENTATION OF SUPPORT TO CEPA MONITORING, IMPLEMENTATION AND COMMUNICATION ENI/2023/442-873

## A. BACKGROUND AND PURPOSE

The EU-Armenia Comprehensive and Enhanced Partnership Agreement (CEPA), signed in November 2017 and fully entered into force in March 2021, provides a framework for Armenia and the EU to work together to strengthen democracy, rule of law, human rights, economic and sustainable development and environment. It includes legislative approximation in important sectors. The overall aim is to enhance the regulatory environment in Armenia and provide an exchange of best practices between the EU and Armenia for the benefit of citizens.

The 48-month technical assistance is supporting the Government of Armenia (GoA) in its reform process related to CEPA (Comprehensive and Enhanced Partnership Agreement) implementation and strategic communications. Moreover, the project provides support to the Delegation of the European Union in Armenia (EUD) in programming and communication and additional support is provided to civil sector organisations in monitoring of CEPA.

To provide the smooth implementation of Project activities, continuous support in translation/interpretation services is needed.

## B. QUALIFIED CONSULTANT(S) MAY APPLY FOR ALL OR ANY OF THE FOLLOWING SERVICES:

1. Simultaneous or consecutive interpretation services from Armenian to English or vice versa during meetings, workshops, conferences, trainings, and discussions.
2. Translation services including translation of documents, reports, presentations, manuals, documents, studies, and reports from Armenian to English or vice versa.
3. Proofreading: edit, check, and correct for English to Armenian translation work and vice versa

## C. SCOPE OF WORK/RESPONSIBILITIES

1. Interpretation Services

- Provide simultaneous/consecutive interpretation during meetings, workshops, trainings, and conferences, between the Project experts and national counterparts.
- 2. Provide interpretation during EU official missions including field trips during training, workshops, conferences, or any kind of public and media events Translation Services
  - Translation from Armenian to English and vice versa of various reports, documents, minutes, presentations, manuals; legislation, advocacy and information materials, and correspondence to (or from) the government, national counterparts, and international experts.
  - Produce a 100% accurate translation of English text to Armenian or vice versa.
  - Make necessary corrections for changes required by the organization and re-submit the correct text within the agreed timeframe.
- 3. Proofreading
  - Edit, check, and correct for English to Armenian translation work and vice versa.
  - Quality check and proofreading of translation ensuring no typos, or errors in the final text.
  - Ensuring timely delivery of translated and edited materials
  - Assure translation are correct and consistent in terms of completion, terminology usage, correct meaning, correct Armenian Grammar and Spelling

## D. CONTRACT AGREEMENTS

A Long-Term agreement (LTA) shall be signed between GOPA PACE and the individual contractor. Selected persons will be part of a roster of translators/interpreters who will be called upon as and when required by GOPA PACE - sometimes on very short notice.

For every on-call engagement, a Work Order shall be issued referring to the Long-Term Agreement attaching clear TOR/Milestones/ work deliverables and timeline for each engagement for specific pieces of interpretation/translation work and a specific payment schedule for each deliverable.

The Project Team leader or Component KE shall directly supervise the individual contractor, and to whom he/she shall be directly responsible, reporting to, seeking approval/acceptance of output.

The individual contractor shall accept assignments outside Yerevan. On these occasions, the contractor shall be provided with travel to and from Yerevan as well as per diem allowances per EU rules. No travel may be undertaken by the individual contractor without prior written authorization from GOPA PACE.

All interpretations above one hour should be conducted in pairs depending on the event.

## E. DURATION OF CONTRACT

The agreement will be for 3 years, until the end of March 2027.

## F. QUALIFICATIONS AND EXPERIENCE

- University degree in one of the areas for translation or equivalent professional experience in translations of 5 years.
- Relevant experience with a proven record in providing interpretation/translation services from English to Armenian and/or vice versa (letters of recommendation is to be attached to the proposal submission)
- Minimum five (5), preferably eight (8) years of interpretation work from English to Armenian and vice versa in relevant fields.
- Experience of working for the Government of RA and/or international organizations such as the EU, UN, USAID, OSCE etc. is a strong advantage.
- Minimum five (5) years, preferably eight (8) years of experience in translation of official and technical documents
- Knowledge of the CEPA agreement is an advantage.
- Knowledge in one of the following areas for specialized translation work:
  - ✓ Economics
  - ✓ Governance
  - ✓ Law
  - ✓ Public Administration/Public Sector Management
  - ✓ Social Cohesion and Peace Building
  - ✓ Environment
  - ✓ Gender
  - ✓ Human Rights
  - ✓ Health
  - ✓ Green growth
  - ✓ Energy
  - ✓ Education
  - ✓ Infrastructure
- Ability to work under pressure and to meet strict deadlines.
- Ability to produce a high volume of quality content.
- Demonstrated willingness to work as part of a team in a multicultural environment.
- Hands-on experience with MS Office including MS Word, MS Excel and MS PowerPoint

### G. Language Requirement

The interpreter/translator shall be fluent in written and spoken English and Armenian.

## H. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The financial Proposal must be expressed in line with the maximum set amounts.

CATEGORY OF SERVICE PROVIDED	ESTIMATED COST
Written translation	26.00 EUR per page calculated based on 1,800 characters per page without spaces, rush rate- 28.00 EUR
Written translation	10.00 EUR -PPT slide (not counting image slides), rush rate – 12.00 EUR
Consecutive and Simultaneous interpretation. English- Armenian-English	EUR 120.00 simultaneous/consecutive/ per hour worked.
Consecutive and Simultaneous interpretation. English- Armenian-English	EUR 250.00- (Half Day /4 working hours in pair)
Consecutive and Simultaneous interpretation. English- Armenian-English	EUR 500.00 per working day (working day shall mean 8 working hours in pairs)

This remuneration includes the service provider's fee, all taxes, social security, bank charges and general expenses. The service provider shall not invoice VAT.

Payments shall be made to the service provider in EURO according to invoices submitted by the Supplier based on services and deliverables completed.

In the case of incomplete outputs/services delivered, the services provided by the service provider shall be paid on a pro-rata basis to the services delivered. (according to the approval of GOPA PACE and/or the Contracting Authority).

Payment shall be made within 30 days at the latest from the time the outputs are approved by GOPA PACE and/or the Contracting Authority, in accordance with the terms detailed above, and upon receipt of the related invoice from the service provider.

The total estimated amount to be awarded under this procurement procedure is up to 90.500 EUR for or three years. This amount will be split between the selected roster of translators/interpreters upon their availability to take on the assignment and in a transparent manner.

## I. REQUIRED DOCUMENTS

Offers shall include the following documents:

- Letter of Confirmation of interest and Availability using the template provided by GOPA PACE

- b) CV indicating all past experiences from similar projects; as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references/letters of recommendations
- c) A brief description of why the considers him/herself as suitable for the assignment. (Letter of intent)
- d) Declaration of confidentiality

## J. EVALUATION CRITERIA

The interpreter/translator will be evaluated based on the cumulative analysis methodology. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as

1. Responsive compliant acceptable
2. Having received the highest score out of the below set of technical criteria.

Only candidates obtaining a minimum of 70 points in the technical evaluation shall be selected. The evaluation criteria shall be as follows.

CRITERIA	MAX POINT
University degree in English language or one of the areas for translation or equivalent professional experience in translations of 5 years.	5
Relevant experience with a proven record in providing interpretation/translation services in required specialization areas from English to Armenian and/or vice versa	20
Minimum five (5), preferably eight (8) years of interpretation work from English to Armenian and vice versa in relevant fields.	25
Minimum five (5) years, preferably eight (8) years of experience in the translation of official and technical documents	25
Experience working for the government of RA and/or international organizations such as the EU, UN, USAID, OSCE etc. is a strong advantage.	15
Knowledge of CEPA agreement	10

Interested candidates should submit their offer by the 11<sup>th</sup> of March 2024 COB local Armenian time to [bojana.lakovic@gopa-pace.com](mailto:bojana.lakovic@gopa-pace.com). The indicative date for signing the contracts is the 19<sup>th</sup> of March 2024.

This TOR is approved by the Acting Team leader and the KE2.

Dominique Ariano