

Terms of Reference

Translation and Interpretation Services

Introduction:

The Promoting Private Sector Employment (PPSE) is a Swiss Agency for Development and Cooperation (SDC) Kosovo project, implemented by Swisscontact in consortium with the Riinvest Institute. PPSE is implementing its Phase III (November 2021 to November 2025). The goal of the project is to facilitate operation of growing and resilient SMEs and farms in inclusive and consolidated economic sectors that provide decent work and income opportunities for women and men in Kosovo. The project is focused on two main sectors: Food and Natural Ingredients and Tourism.

Background

Through the activities in Food and Natural Ingredients and Tourism sectors and for the project communications needs, PPSE will need translation / interpretation services primarily in the following language pairs: English – Albanian, Albanian – English, English – Serbian, Serbian – English, Albanian – Serbian, and Serbian – Albanian. Therefore, we are seeking financial proposals for translation of texts and interpretation services (simultaneous or consecutive), and simultaneous interpretation equipment.

Rationale:

Swisscontact Kosovo is seeking to contract a professional translation services company that will offer translation and interpretation services as specified above for the organization's needs. For written translation please indicate price per word in source language.

For interpretation (simultaneous and consecutive) and equipment, please indicate price for:

1-2 hours

Half day

Full day

Timeframe:

The service is expected to be contracted for the duration period (December 2021 – December 2022)

Offer validity: Two weeks from the date of submission.

Requirements:

- Be a legally registered entity in Kosovo as per the country's governing laws. Have at least 5 years of relevant experience as a registered business.
- Extensive expertise and experience in translation of complex texts with specific terminologies. Final texts submitted should be fully translated and proofread.
- Ability to turn around work quickly in compliance with client needs.
- Flexibility and excellent communications skills.
- Ability to collaborate closely with the PPSE Team and respond to ad-hoc requests.

Documents required to be submitted along with the application:

- Proof of business registration as per the above requirements.
- CVs of key translators / interpreters and their relevant professional certifications.
- Company portfolio attesting experience and relevant expertise.
- Financial offer.

How to Apply:

All applications will be submitted electronically to the email address: ppseinfo@swisscontact.org and venera.dyla@swisscontact.org

Application deadline: 09. 12. 2021 4:00PM