

**Call for Service: Translator/Interpreter
FSM-2023-01-15**

Solidarity Fund PL in Georgia is looking for a qualified company or individual to provide interpretation/translation service in multi-range activities.

Service requested: Translator, interpreter Georgian-English, and/or Georgian-Polish, and proofreading service.

1. **The tasks under planned assignment are as follows:**

Selected (shortlisted) candidates shall convert written materials from one language into another whilst making sure that the translated version gives the same meaning as the original and where the text is linguistically correct in translated language, carefully modifying material to keep the original tone and context of translated data and communicating spoken messages with efficiency and clarity.

1.1. Oral translation: Simultaneous and/or consecutive translation during meetings, conferences, workshops (both live and/or online), individual simultaneous translation (whispering)

1.2. Written translation: Full texts, film subtitles, texts in tables, letters, reports, articles

- Translate with careful attention to providing proper context, meaning, tone and special wording
- Verify, modify and edit translations to guarantee that the final content is consistent with original material
- If need, apply to SFPL member for additional clarification or assistance in special terms and names
- Translation of specific texts about social projects, administration, decentralization, Government regulations, energy efficiency, climate changes.

1.3. Proofreading service: Proofreading of different type of texts and writings, tables, diagrams, letters, projects etc. check and thoroughly review document, text, before it's printed, or published to make sure it's complete, correct, clerically and linguistically.

2. **Duration of the assignment:**

c.a. 20.02.2023-30.12.2023

3. **Place(s) of Assignment**

Online and in-person in Georgia

4. Minimum requirements

- 4.1. Georgian language must be native and the level of English and/or Polish must be at least C1
- 4.2. Providing minimum 2 references
- 4.3. Minimum experience in translation - 1 year
- 4.4 Must respond to a request for service within 24 hours
- 4.5 Providing a CV

Offers from service providers that do not meet the minimum criteria will be rejected for formal reasons.

5. Criteria for selection of the Applicant (max. 100 points) (Price, Experience, Interview, availability and translation speed). **Only shortlisted candidates will be invited for language assignment, both oral and written.**

A) Experience (10 points)

Experience in oral translation

- over 5 years of experience – 2.5 points
- 1 to 5 years of experience – 1 point
- below 1 year of experience – rejection of the offer for formal reason

Experience in written translation

- over 5 years of experience – 2.5 points
- 1 to 5 years of experience – 1 points
- below 1 year of experience – rejection of the offer for formal reason

Experience in online translation

- over 1 year of experience – 2.5 points
- 6 months to 1 year of experience – 1 point
- below 6 months of experience - rejection of the offer for formal reason

Experience in proofreading

- over 1 year of experience – 2.5 points
- 6 months to 1 year of experience – 1 point
- below 6 months of experience - rejection of the offer for formal reason

b) Interview (40 points)

The interview will comprise of competency-based tasks to verify the candidate's experience in the indicated linguistic areas.

c) Availability and translation speed (10 points)

Availability:

- If a person is available within 24 hours – 5 points
- If a person is available within 48 hours – 3 points
- If a person is available within 72 hours – 1 point

Translation speed

- If a person produces 3 pages of translated text per day or is able to work/orally translate 8 hours per day – 5 points
- If a person is able to translate 2 pages per day or work/orally translate 4 hours per day – 3 points
- If a person is able to translate only 1 page and work/orally translate less than 4 hours – 1 point

d) Price - (40 points)

Assessment under the criterion „price” will be based on the following formula:

$$P = \frac{P_{min}}{P_{of}} \times 40 \text{ points}$$

where:

P_{min} - the lowest proposed price

P_{of} – price presented in the examined offer

P – the number of points awarded to the examined offer under the price criterion, rounded to the full number.

Selection will be made for the following types of service separately:

- *Written translation.*
- *Oral translation*
- *Online translation*
- *Proofreading, however, candidates with broader scope service will be preferred.*

*Comparison of weight of price and quality criteria (experience, availability, translation speed and interview) is 40/60%

6. Information about price:

6.1. The price should be specified in GEL and rounded to two decimal places. The price should be given in:

a) per page (1800 signs with spaces) – in case of written translation/ proofreading

b) per hour – in case of oral/online translation

6.2. The price may be offered in NET (for physical persons) value, that must be clearly indicated, or GROSS, that should include all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

6.3. Settlements between the Contracting Authority and the Contractor will be conducted in GEL depending on the Contractor's place of tax residence and in relation to the current Euro exchange rate of the National Bank of Georgia.

7. The application must contain *Fiscal Statement (bilingual)* and *Application FORM (ENG only)* (templates attached), signed and scanned in PDF format

8. SUBMISSION

Application must be submitted by 15 February 2023 22:00 Tbilisi time to the address: georgiarep@solidarityfund.pl

9. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL_GEO Facebook <https://www.facebook.com/solidarityfund.ge>

10. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

11. Solidarity Fund PL, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

12. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01-612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: iod@solidarityfund.pl