

(version 210304)

Procurement Request – Consulting Services (Simplified Tendering)

Simultaneous Interpretation and Written Translation

1. INTRODUCTION

1.1. Introduction

The Diakonia International Humanitarian Law (IHL) Centre promotes respect for the laws of war through independent research, advice, and advocacy. The Centre's Syria Regional Desk, based in Lebanon, combines in-depth analysis of the conflict in Syria and the region with capacity development and advice for humanitarian actors. It engages with humanitarian organisations, State and non-State actors, civil society, academics, and other stakeholders to raise awareness and share knowledge about international humanitarian law.

1.2. Objective of the procurement

[The Centre's Syria Regional Desk](#), based in Lebanon, is seeking procurement of experienced translators to perform the following tasks during 2023:

Simultaneous Interpretation in En/Ar/Fr during online or in-person events. Total estimate of days: 8

Written Translation in En/Ar/Fr: Total estimated number of pages: 95. Submitted translation should be proofread and ready for publication.

You are invited to submit a tender based on the **Terms of Reference (Appendix 1)** and other requirements included in this Procurement Request.

2. CONTENT OF TENDER

Your tender shall include the following information when sending it to Diakonia:

- 1) CV of the consultant(s), detailing education and expertise.
- 2) Proposed timeframe as per ToR.
- 3) Itemised budget, all costs shall include VAT: Fixed translation and copy-editing rate per number of words, simultaneous interpretation rate per day, covering **English, French** and **Arabic** languages. Technical and Financial proposals should be sent in two separate files/attachments.
- 4) Contact details of three references
- 5) Signed “Diakonia’s Code of Conduct for suppliers” (Appendix 2)
- 6) Signed “Confirmation of Eligibility” (Appendix 4)

3. TENDER SUBMISSION

3.1. Tender delivery

The proposals should be sent by email to the following email address Ops.LebanonCO@Diakonia.se

3.2. Submission deadline

The submission deadline is 7 February 2023 at 5pm Beirut time. National & International service providers are welcome to apply.

Tenders that are submitted after the deadline will not be considered.

Selected service provider(s) will be notified within Two weeks after closing date.

3.3. Tender Validity

Your tender shall be valid for 1 year after the submission deadline.

4. PROCUREMENT METHOD AND SELECTION PROCEDURE

4.1. Procurement Method

Diakonia applies a simplified procurement method for this procurement.

4.2. Selection Procedure

Only complete tenders that were submitted on time and that fulfil the requirements in terms of the technical specifications and deliveries will be evaluated.

The contract will be awarded to the economically most advantageous tender, determined by the best price-quality ratio (quality and cost-based selection, QCBS).

The examination of submitted tenders will be carried out based on the technical and price criteria stated below, where the technical evaluation will have a weight of 60% and the financial evaluation a weight of 40%. The tenderer(s) with the highest total points, will be awarded the contract.

The technical evaluation criteria for this procurement are:

Technical Criteria	Max. points
1) Advanced Educational Degree in translation or relevant fields	20

2) Proven Experience with translation/simultaneous interpretation/copyediting	50
3) Knowledge of legal terminologies and Microsoft Office	30
Total max points	100

The technical evaluation will be based on the following rating scale, whereby the percentage rate is multiplied with the maximum points for each criterion.

Rating scale	Rate	Definition
Poor	0%	Not sufficient
Not entirely satisfactory	40%	Sufficient in some respects but not as a whole
Satisfactory	60%	Sufficient but lacks substantial advantages or has uneven quality
Good	80%	Adequate and well suited to the purpose
Very Good	100%	Gives added value and shows high quality on the whole

The tender must achieve a minimum of 80% points as a condition for further financial evaluation of the price.

The calculation of the total points for each tender is made according to the formula below, where the tender with the highest technical points will be recalculated to 100 technical points and the tender with the lowest price will get 100 financial points. The technical points are thereafter multiplied with the technical weight and the financial points are multiplied with the financial weight. The sum of the weighted technical and financial points = total points.

$\text{Total points} = \frac{\text{Proposal under consideration}}{\text{Highest points}} \times 100 \times \text{technical weight} + \frac{\text{Lowest price}}{\text{Proposal under consideration}} \times 100 \times \text{financial weight}$

5. TENDER INFORMATION

5.1. Client Contact Details

Client: Diakonia

Office: *Beirut, Badaro, Alam Street, Saade Building, 2nd floor*

Phone/Cell: +961 1 384989 – 81/033606

Emails: *Eliana.aoun@diakonia.se*

Postal address:

Address for courier: *Beirut, Badaro, Alam Street, Saade Building, 2nd floor*

Contact person: *Eliana Aoun*

5.2. Appeal

Decisions taken as part of Diakonia's procurements are not possible to appeal against and Diakonia is not obliged to disclose the procurement documentation after completion of a procurement.

6. CONTRACT

A draft contract is attached as Appendix 3.

List of Appendices:

Appendix 1: Terms of Reference

Appendix 2: Diakonia's Code of Conduct for suppliers

Appendix 3: Draft Contract

Appendix 4: Confirmation of Eligibility (To be signed and submitted together with Tender)

¹ Diakonia is not covered by the Swedish Public Procurement Act (LOU).

TERMS OF REFERENCE for *Simultaneous Interpretation, Translation, and Copyediting*

DELIVERABLES

The Consultant (s) is/are expected to perform the following tasks during 2023:

Simultaneous Interpretation in En/Ar/Fr during online or in-person events. Total estimate of days: 8

Written Translation in En/Ar/Fr: Total estimated number of pages: 95. Submitted translation should be proofread and ready for publication.

QUALIFICATIONS

- Advanced Educational Degree/certifications in translation, simultaneous interpretation, or relevant fields.
- Proven Experience with simultaneous interpretation and translation.
- Strong Knowledge of legal terminologies.
- Professional use of the Microsoft Office package.

TIMEFRAME

February - December 2023

PAYMENT TERMS:

To be done every Two months for delivered services within this period.

CONTRACT TYPE

Consultancy Contract.