

# Roster for the services of Translators/Interpreters for English and Arabic Language

**Location :**

Amman, Jordan,

**Application Deadline :**

30 August 2018

## Background

The European Union (EU) funded programme 'EU Support to Jordanian Democratic Institutions and Development, EU-JDID' aims at supporting Jordan's reform process towards consolidation of democracy and at promoting inclusiveness of national policy and decision-making processes. The Programme also intends to enhance women and youth inclusion and to foster a stronger democratic and tolerant political culture.

The programme is composed of four different but interconnected components, which are included under the umbrella of EU-JDID.

EU-JDID encompasses three components (Parliamentary Support, Electoral Assistance and Support to the Political Party System) that are implemented by the consortium-led by the European Centre for Electoral Support (ECES). The Consortium is composed of the [European Partnership for Democracy \(EPD\)](#), [Westminster Foundation for Democracy \(WFD\)](#), [Netherlands Institute for Multiparty Democracy \(NIMD\)](#) and [French Agency for Media Cooperation \(CFI\)](#). All the consortium members are part of the EPD. EPD is the most important network of European civil and political society organizations working on democracy assistance.

## Purpose

The purpose of the roster consultancy is to provide expertise and qualified support to EU JDID in the following services:

- **Translation** of documents, publications, studies etc for relevant EU JDID programmes from English into Arabic and vice versa;
- **Interpretation** services for EU JDID programme from English into Arabic and vice versa;

## Objective

The objective is to secure timely and the highest quality of translation / interpretation services for the EU JDID Country Office ensuring internal consistency (adequate terminology, understandable language, clarity and precision) in order to facilitate the support for the Jordanian Institutions.

## Duties and Responsibilities

### The material to be translated will mainly be:

- Documents covering democratic governance, elections, Parliamentary democracy, Political culture, Legal documents etc.

### Deliverables and Timeline

The Offeror will be responsible for the following deliverables:

- Provide timely and high quality translation of the **final text of print material**
- Provide **high quality interpretation services** from English to Arabic and vice versa
- Efficiently translate materials from: –English, Arabic-English and Vice Versa
- The standard **time frame for the translation delivery** shall be as follows (from the date of submission by EU JDID):  
Translation Volume  
(Page) Time Frame  
1 – 15: 2 days  
16 – 50: 5 days  
51 – 100: 10 days  
101 and above As per the above time benchmarks

### Simultaneous Interpretation:

- Provide simultaneous translation during meetings, workshops, conferences from – English, Arabic-English, and Vice Versa
- Workshops may last 1 - 3 days
- The task per day may last 1 - 10 hours
- The translated material must be signed and certified by the translator prior to the submission to EU JDID.
- The Offeror shall deliver translated material by e-mail or hard copies, **typed in Word file**, to the EU JDID focal point at the Amman premises in time previously agreed.
- Payments shall be based on the certification of Translation Services by EU JDID Project officer.
- Insure confidentiality of the translated materials
- Location of these tasks most of the time will be in Amman but sometimes in other towns.

### Quality Control for the Services:

The Offeror shall establish and operate to monitor on a regular and continual basis the quality of translation provided to EU JDID, and shall sign and certify each document prior to submit to EU JDID. EU JDID reserves the right to conduct its own quality control surveys any time during the year.

All outputs will need to be approved by the Programme Officer/Project Manager.

Failing to comply with the agreed timeline will be subject to penalties.

## Competencies

- Excellent writing skills in English and Arabic
- Ability to work both independently and in teams in a multicultural environment;
- Strong ability to work under deadline pressure and **meet strict deadlines**;
- Superior communication and interpersonal skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modeling ethical standards.
- Ability to produce a high volume of quality content

## Required Skills and Experience

### Experience:

- To be selected for the roster, offerors must have minimum 3-5 years of relevant experience in translating / interpreting in at least one of the areas listed above (democratic governance, elections or capacity development);
- Knowledge of key EU JDID concepts on the above (understanding of vocabulary and terminology, with the special emphasis on the above issues);
- Experience in the usage of computers and office software packages.

### Education:

- Successful offerors preferably must have a Bachelor Degree in English as well as and/or Arabic languages, social sciences, public policy, economics or another related field.

## Communication and logistics

Prior registering in the roster each offeror will be asked to translate test page.

Each offeror will be subject to evaluation of the following aspects: quality of written translation, oral translation, timelines and responsiveness. Also each offeror should submit the preferences / self-evaluation matrix (enclosed).

The request for the translation / interpretation services will be submitted to the members in the roster through email. The offeror should acknowledge the received document and respond indicating its availability, timeframe to finish the assignment and price.

Sometimes the material might be provided in hardcopy.

For urgent translation telephone communication will be used to clarify timelines.

## Application Documents

Please submit one document which consist of the following sub-chapters:

1. Cover letter (explaining preferences / strongest capacities of the offeror)
2. Preference / Self –evaluation matrix

### Preferences / Self-evaluation

Description	Preference Score
1. Arabic – English	
2. English – Arabic	
3. Written translation	
4. Interpretation	
5. Consecutive translation	

**\*On the scale 1 – 5 where 5 represents highest preference and highest quality of performance**

3. Financial proposal

### Financial proposal

Description	Price:
1. Written translation Arabic – English (price per one page*)	
2. Written translation English – Arabic (price per one page*)	
3. Price for Consecutive and Simultaneous translation full day (8h)	
4. Price for Consecutive and Simultaneous translation half day (4h)	
5. Price for Consecutive and Simultaneous translation for one hour (for cases of working 1 - 3 h)	

**\*Note: price offer per 1800 signs counted as one page. Words are counted at source document)**

4. CV
5. Submit the documents through the EU JDID email address: [jordan@eces.eu](mailto:jordan@eces.eu)

EU JDID is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.