

Terms of Reference (ToR)

1. Brief information on the project

The following Terms of Reference (ToR) apply to translation and interpretation services within the component “**Adaptive Social Protection**” (**ASP**) of the “**Social Protection Programme**” (**SPP**) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Indonesia. The SPP is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The ASP component is implemented by a consortium of **Madiba Consult GmbH** (Madiba – Consortium leader), United Nations University – Institute for Environment and Human Security (UNU-EHS) and Munich Climate Insurance Initiative (MCII).

2. Context

Indonesia faces a high risk of natural hazards, such as earthquakes, and climate-related hazards such as extreme weather events. Poor and vulnerable households are often unable to take preventive measures and cope with the resulting disasters. They thus face existential threats, including loss of lives, livelihoods, and assets. Most existing social protection mechanisms do not cover these risks. Overarching and coordinating mechanisms are largely absent. Therefore, expanding social protection to address the impacts of natural and climate-related hazards is crucial and may contribute to the well-being of households especially those that are poor and vulnerable.

The ASP component of the SPP facilitates the efforts of the concerned Indonesian partner institutions **to develop a draft ASP Roadmap** before the end of 2021. The ASP Roadmap will define the strategic and operational fundamentals for expanding the existing social protection system against risks from natural and climate-related hazards, particularly for poor and vulnerable population groups.

3. Duration of the framework agreement

The period of the Contract is from contract award date to December 31, 2021.

4. Purpose of the assignment

Madiba Consult GmbH invites tenders for professional interpretation and translation services. Madiba Consult GmbH is seeking to procure an accurate high quality and confidential Translation and Interpretation Service for English and Bahasa.

5. Services to be provided

The Contractor shall provide the following services.

Interpreting Services

- Interpreting involves conveying oral or signed messages or statements from one language into another (English – Bahasa, Bahasa – English) with accuracy and objectivity to enable communication between parties who use different languages;

- provide simultaneous interpreting in meetings of the ASP project for those participants to whom spoken or written English or Bahasa presents a significant language or communication barrier
- provide interpreting via video conferencing and other visual media such as MS Teams and Zoom;
- provide interpreting on-site (face-to-face) in Indonesia.

Translation Services

- Translating involves making a written transfer of a message or statement from one language to another (English – Bahasa, Bahasa – English) with accuracy and objectivity to enable communication between parties who use different languages.
- translation may include materials such as, but not limited to business cards, technical documents and publications, policy documents, legal documents, and marketing material;
- checking and editing to detect and correct errors and checking and editing may also be requested by Public Authorities;
- certification that a translation is accurate and faithful to the best of the ability of the Contractor may be requested;
- provide written translation to agreed timescales;
- basic or draft translation (for information only);
- checking and verifying accuracy of draft translations;
- editing translations for publication;
- proofing text to detect typographical errors;
- preparation of transcripts and translation of non-English or non-Bahasa language audio and visual recordings;
- translations must be 'fit for purpose', meaning it is the most suitable for its intended use;
- ensure all interpretation and translation work is clear and accurate.

6. Provisional timetable

Deliverable	Date
Simultaneous interpretation services of meetings (e.g. Technical Working Group Meeting), interviews, etc.	up to 20 days upon request
Translation of HEVA from English into Bahasa	Until mid-May 21
Translation of DRFI from English to Bahasa	Until end-May 21
Translation of Stakeholder Mapping from English to Bahasa	Until end-May 21
Translation of ASP roadmap from English into Bahasa	In summer 2021 (exact date to be specified)
Translation of additional documents like, letters, power point presentations, summaries, etc.	01/05/21 – 31/12/21

The timetable will be clarified and agreed upon after contract award with the Contractor.

7. Place of assignment

Jakarta/Indonesia and its surroundings.

8. Technical and professional ability

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

8.1 Reference projects

1. which fulfil the minimum requirements for references with a minimum **contract volume of EUR 5.000,00.**
2. at least one (1) **reference project in the field of interpretation services** (Bahasa – English / English – Bahasa) on topics such as Social Policy, Social Protection, Disaster Risk Management, or Climate Change Adaptation (or related topics) and one (1) **reference project in the field of translation services** (Bahasa – English / English – Bahasa) on topics such as Social Policy, Social Protection, Disaster Risk Management, or Climate Change Adaptation (or related topics) in the last three years.

8.2 Interpreting services (Bahasa – English / English – Bahasa)

1. who have at least two (2) years relevant experience for interpreting services rendered to government and organs of state in Indonesia/Germany and/or to international organisations in the sector of social policy, disaster risk and climate change adaptation matters (hearings, discussions, consultations, etc.).
2. who are capable of consecutive and simultaneous interpreting.

8.3 Translation services (Bahasa – English / English – Bahasa)

1. who have at least two (2) years relevant experience in translation services rendered for general texts and technical texts.
2. who are fully computer literate in MS office suite, the internet, email, etc.

8.4 Proposed staff

1. which has experience in interpreting and translation services (Bahasa – English / English – Bahasa).
2. which has experience in working on topics on Social Protection, Disaster Risk Management, and Climate Change Adaptation.

8.5 Translation of text sample

1. which meet quality requirements (e.g. accuracy of translated technical words, style and comprehensibility).
2. The first part of the text sample “Rationale and objectives of the HEVA” has to be translated into Bahasa and the second part “Kesenjangan yang ada antara Perlindungan Sosial dan sistem DRFI” has to be translated into English.

9. Requirements on the format of the bid

Should you/your company be interested in rendering this service, please submit a **price bid** in PDF format (see annex), a **current CV of proposed staff**, a **self-declaration of eligibility** including reference projects (see annex), a **technical concept** demonstrating why you/your company is qualified to conduct interpretation and translation services for this particular project (not more than one page) and the **translated text** (see annex) as **separate PDF documents**, marked with the following file names:

Price offer_company name.pdf

CV_expert name.pdf

Self-declaration of eligibility and reference projects_company name.pdf

Technical concept_company name.pdf

Text sample_company name.pdf

It must be legible (font size 11) and clearly formulated. Bids must be submitted in English.

The price bid must be presented as an amount in Euro indicating **full day interpreter rate** (max. 8 hours), **half day interpreter rate** (max. 4 hours), **two-hour interpreter rate**, **overtime rate**, **rate for translation/word**, **rate for proofreading/word**, **additional costs** (such as interpreting headset).

10. Evaluation procedure

The evaluation of proposals will be performed according to the evaluation grid (see annex).