

CALL FOR EXPRESSION OF INTEREST (EOI)

PROCUREMENT NO: PR2024/02
TRANSLATOR - TRANSLATION ROSTER

CYPRUS DIALOGUE FORUM

The Secretariat of the Cyprus Dialogue Forum (CDF Secretariat) invites interested applicants to submit an Expression of interest to become part of the translation roster. The Cyprus Dialogue Forum Secretariat is the administrative structure of the Cyprus Dialogue Forum and provides coordination, facilitation, research and technical/logistics support to the Cyprus Dialogue Forum dialogues.

To support the work of the Forum and the stakeholders, the Secretariat of the Cyprus Dialogue Forum requires the services of professional translators in the following language combinations; **(a) English-Greek & Greek-English or (b) English-Turkish & Turkish-English** to make CDF documents more accessible in three languages. This expression of interest takes place within the framework of the project "Strengthening collaborative spaces for dialogue and shared knowledge creation" funded by the European Union and implemented by the Cyprus Dialogue Forum.

EXPRESSION OF INTEREST FOR TRANSLATION ROSTER

The overall objective of this expression of interest is to create a roster of professional translators and that the CDF Secretariat can draw upon for translation services when needed. Three successful candidates will be selected for each language combination to become part of the roster. To expedite procurement procedures for such services, qualified applicants will be placed on the roster for the next 3 years. As part of the Translation roster, successful service contractors will be awarded a Professional Service Contract. The contract will establish a framework agreement for services when needed. This does not form a financial obligation or commitment at the time the contract is signed. Financial commitments will only be established each time the services are requested within the scope of the contract.

TERMS OF REFERENCE

Please refer to the TOR for translators attached to this call for information on the required services, the scope of work, as well as the required qualifications for applicants.

SUBMISSION DETAILS:

Submission Documents: Interested applicants need to submit the following documents:

1. Letter of expression of interest outlining relevant experience in the field, and the reasons they are interested in working with CDF
2. Curriculum Vitae (CV) indicating qualifications and experience
3. Any supporting documents indicating that they are qualified and experienced to deliver the services
4. Financial offer



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Submission method: via email to info@cydialogue.org with the following subject line: **PR2024/02 - EoI Translation Roster - [Applicant's Name]**

Submission deadline: Tuesday, **26 March 2024; 17:00 (GST +2)**

Interested applicants may obtain further information by sending any requests to info@cydialogue.org

EVALUATION OF SUBMISSIONS AND CREATION OF ROSTER

The assessment of the applications under this call for expression of interest will be made after the indicated submission deadline. All applicants that apply within this timeframe will be assessed based on (a) their qualifications/proven experience and (b) financial offer submitted. Any applications received after the indicated submission deadline, will not be considered.

All applications received will be evaluated by an Evaluation Committee based on a Combined Scoring Method, using 80% - 20% for the technical assessment and financial assessment respectively. The Evaluation committee will review, evaluate and rank applications against the evaluation criteria identified herewith. Only the top 3 ranking applicants for each language combination will be included in the Translation Roster.

All applications will be evaluated based on the following steps/stages:

- 1. Minimum Eligibility Criteria (Pass/Fail):** Concerns the following:
 - a. All the documents requested in the expression of interest are submitted.
 - b. The applicant has the minimum educational qualifications required.
 - c. The rate provided in the financial proposal is equal to or lower than the maximum rate provided.

- 2. Technical Assessment Criteria (weight 80% of total score):** Provided that the applications have passed the step 1, a technical assessment of the submission takes place. The minimum score on the technical assessment required to pass is 70%. The evaluation committee will assess the submissions through a desk review against their qualifications and level of experience based on the following criteria:
 - a. Demonstrated qualifications as a professional translator – 20 points
 - b. Number of years of experience as a professional translator (at least 10 years) – 20 points
 - c. Demonstrable experience in working with international institutions & civil society organisations – 20 points
 - d. Expertise in translating specialised texts that require specific terminology research & knowledge, as well as experience in translating texts in a variety of subject matters - 20 points
 - e. Outline an efficient workflow from document submission to delivery, including translation, editing, quality assurance, and proofreading steps – 20 points



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3. Evaluation of Financial Proposal (weight 20% of total score)

- a. In order for the Evaluation Committee to review an applicant's financial proposal, the technical assessment needs to be awarded a minimum passing threshold of 70/100. If the applicant's technical assessment meets this threshold, the proposal will be considered technically compliant and responsive.
- b. If it is technically responsive, then the applicant's financial proposal will be subject to financial evaluation. If it is not deemed technically compliant, the applicant's proposal will not be further considered for inclusion in the translation roster.

Based on the assessment, the top **three** successful candidates for each language combination will be included in the Translation Roster for a period of 3 years. The Roster will be maintained for a period of 3 years and can be reviewed and updated yearly.



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