

# TERMS OF REFERENCE

## TRANSLATOR

### TRANSLATION ROSTER

<b>Location:</b>	Nicosia, Cyprus
<b>Type of Contract:</b>	Professional Service Contract
<b>Language Combinations Required:</b>	English-Turkish-English or English-Greek-English
<b>Intended start date:</b>	March 2024

#### BACKGROUND

The Cyprus Dialogue Forum is a non-formal dialogue space that aims to support the peace process in Cyprus. It has been created by local stakeholders as an inclusive space for dialogue and knowledge-sharing among political, economic and social stakeholders in both communities in which issues and challenges of common concern can be addressed. In the Forum, the stakeholders work together to support change through the development of common understandings, shared knowledge and joint visions for the future. The Forum is supported by a Secretariat function that operates under two administrative partners, the Humanitarian Relief Mission-CDF and the Association for Historical Dialogue and Research-CDF and provides coordination, facilitation, research and technical/logistics support to the Forum dialogues. Any contractual arrangement is concluded by one or both of the administrative partners on behalf of the Secretariat of the Cyprus Dialogue Forum.

The work of the Cyprus Dialogue Forum is supported through the project “Strengthening collaborative spaces for dialogue and shared knowledge creation”, financed by the European Union and implemented by the Secretariat of the Cyprus Dialogue Forum. Towards this end, to support the work of the Forum and the stakeholders, the Secretariat of the CDF requires the services of professional translators to provide translation services in three languages (English/Greek/Turkish) for CDF related documents.

#### SCOPE OF WORK & RESPONSIBILITIES

Using professional translation services aims to overcome language barriers and make CDF documents more accessible in three languages. Translators are required to have expertise in one of the following two language combinations; (a) **from English to Greek and from Greek to English** or (b) **from English to Turkish and from Turkish to English**. The translator shall ensure high quality, effective, and efficient provision of services as well as confidentiality in all aspects of the assignment. Below are the key responsibilities:

- Deliver accurate translation of various content in a timely manner such as publications, infographics, fact sheets, reports, etc. All content including boxes, figures, diagrams, in the documents are included in the translation and the translator must ensure that they are translated correctly.
- Conduct terminology research and use appropriate terms that match the style and nuances of the original text.
- Perform quality checks and proofread translations to ensure no typographical and or grammatical errors in the final text.



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- Incorporate necessary corrections or changes as required based on feedback from the CDF Secretariat or its stakeholders and re-submit the corrected text within an agreed timeframe.

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Formal education in professional translation or similar qualifications.
- Demonstrated experience as a professional translator for at least 10 years.
- Accreditation / membership to a professional association is considered an advantage
- Demonstrated experience working with local & international organisations including the EU and the UN
- Demonstrated experience of translation work in a variety of subject matters
- Demonstrated experience in translation of specialised texts

### **GOVERNANCE AND ACCOUNTABILITY**

- The translator will work as a professional service contractor, and will be accountable to the CDF Secretariat for translation work commissioned. The translator will be part of the translation roster that the CDF Secretariat can draw upon for translation services when needed.
- When commissioning translation work, the CDF Secretariat will inquire about the availability of the translator. The CDF Secretariat will indicate the required deadline for the translation based on document length and type, and the translator is required to coordinate with the CDF Secretariat for any questions or comments about the indicated deadline or the context of the text.
- When commissioning translation work, the translator needs to ensure that they build in time for review and corrections. The CDF Secretariat will inform the translator of the time it will require for review, feedback, and approval of the translated text. The translator is expected to edit and resubmit their translation based on feedback from the Secretariat within the agreed timeframe.
- Failure to meet an agreed deadline and to deliver consistently high-quality work will affect future assignments and the translator's participation on the roster.
- The translator is not required to report on the progress of their work. However, they must remain available for communication and are obliged to inform the Secretariat in a timely manner should any problems with the completion of the assignment arise.

### **EXPECTED DURATION OF CONTRACT, RATES & LOCATION**

- The translators on the roster will be awarded a Professional Service Contract and become part of the **Translation Roster** for the Cyprus Dialogue Forum. For each language combination, the top three candidates will be shortlisted and included in the roster. The Roster will be maintained for 3 years and can be reviewed and updated annually.
- Contracts will be signed with one or both of the administrative partners AHDR-CDF and HRM-CDF on behalf of the CDF Secretariat. The contract will establish a framework agreement for services when needed. The framework agreement 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.



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- The rate of the contract will be based on the financial offer submitted by each applicant. The CDF Secretariat reserves the right to negotiate rates with each applicant after the submission. Rates to be included in the financial proposal need to be inclusive and cover all aspects of the assignment including preparation/research, translation, review and corrections. For indicative purposes, the rates provided below serve as the **maximum rates** that would be considered as part of the financial proposal submitted by each applicant.

	<b>Unit</b>	<b>Maximum Rate</b>
Translation of non-specialized documents/texts	per 250 words	Up to 25 Euros
Translation of specialised documents/texts**	per 250 words	Up to 28 Euros
Expedited fee*	per 250 words	Up to additional 6 Euros

The cost of the translation is calculated according to the word-count of the *translated* text. This means that if a text was translated from language A into language B, the cost will be calculated according to the word count of the text in language B.

\*The indicative turnaround time for a translation is calculated based on 500 translated words per day. In cases where the CDF Secretariat requires a translation to be expedited, an additional fee can be charged per 250 words for expediting the text. This applies to translations not exceeding 1500 words to be delivered in 24 hours.

\*\*Specialised translations require the translator to have the necessary background knowledge and to understand the context of the source text. As the specialised text may contain complex terminology, it requires a higher level of language skills and research. In addition, the etymology of these specific phrases or terms may vary from one language to another, requiring additional research for accuracy and appropriateness. Texts of a legal, financial, corporate, medical, or technical nature are some examples of specialised texts. The type of translation will be specified at the time of assignment.

### **SCHEDULE OF PAYMENT**

Payments will be made upon successful completion of the requested services and submission of an invoice by the service contractor. To facilitate payment for the service, the translator should ensure that the invoice is sent within 30 days of the completion of the service. Payments will be made within 30 days from the date the invoice has been received by the CDF Secretariat unless otherwise agreed.



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