**REQUEST FOR PROPOSALS FOR TRANSLATION SERVICES**

For the needs of the project **"**[**WB Reform and Growth Monitor**](https://epi.org.mk/wp-content/uploads/WB-Reform-and-Growth-Monitor_summary-of-the-project_.pdf)**,"** implemented by **Think for Europe Network (TEN)** we require the engagement of:

**Translators for written translation** from **English to Albanian** (and/or vice versa) for project-related materials.

The **maximum gross contract amount** for written translation services will be **EUR 4,524** in **ALL equivalent**. Depending on project needs and the actual volume of documents requiring translation, this amount may vary accordingly. The selected translators will be engaged **from Date 14th July , 2025, until the project completion** as planned within the project framework.

### **Qualifications and submission requirements:**

Please submit your proposal, including the following:

* A **biography (CV)** detailing your relevant translation experience, particularly any experience in translating policy documents and other relevant publications.
* **Gross price per page** (1,800 characters including spaces) for written translation, using the attached format.

Following the evaluation of received applications, **three translators will be selected** based on their qualifications and ranking in the assessment process. Translation assignments will be distributed in accordance with the ranking order of the selected candidates, ensuring alignment with project requirements and timelines. In the event that the highest-ranked translator is unavailable due to prior commitments, the assignment will be offered to the second-ranked candidate, and if they are also unavailable, it will be allocated to the third-ranked candidate. This process ensures the uninterrupted execution of translation tasks while maintaining efficiency and adherence to project deadlines.

Please send your applications **no later than 27 June 2025,** to the email: **procurement@idmalbania.org**

### **Selection Criteria:**

Selection will be based on the **quality of the application** (submitted CV with relevant translation experience) and the **offered price**.

### **ATTACHMENTS:**

#### **Estimated page count of documents to be translated:**

|  |  |
| --- | --- |
| Document | Estimated Page Count |
| Summary/insight on WBIF Monitor methodology | 7 |
| Summary/insight on RA Monitor methodology | 7 |
| Report on national round table consultation on methodologies design | 20 |
| National pilot “Reform Agenda updates” | 20 |
| Four bi-annual National “Reform Agenda updates” | 20 |
| National report on the implementation of Reform Agenda | 40 |
| Regional report on the implementation of Reform Agenda | 70 |
| Two national “WBIF project updates” | 15 |
| National report on the implementation WBIF projects | 40 |
| Regional report on the implementation WBIF supported strategic investments | 70 |
| Monitoring methodology booklet | 40 |
| Six event summaries | 2 |
| Guidance notes for CSOs on participation in consultation for national Reform Agendas | 15 |

#### **Evaluation Framework**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Maximum Points (100)** |
| ****Quality of Application****  | **80** |
| * Experience and Education
 | 40 |
| * Specific experience in translating policy documents and similar publications
 | 40 |
| ****Financial Offer****  | **20** |