



Terms of reference
for the selection of a translation services in the framework of the project
“Empowerment through Digital Education: Fostering Economic Integration of Ukrainian refugees in the business sector and Implementation solutions for the business environment”

1. BACKGROUND

“Empowerment through Digital Education: Fostering Economic Integration of Ukrainian refugees in the business sector and Implementation solutions for the business environment” is part of the "Digital Transformation of small and medium-sized enterprises in Eastern Partnership countries" project, financed by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the German Development Cooperation through GIZ.

The main goal of the project is on creating an institutional environment that supports safe, widespread adoption of digital products and services, especially those that enable productivity and job creation.

The proposed project will provide training activities organized in hybrid format online and offline, advisory support and digital transformation grants to SMEs to enhance their market growth potential, socio-economic impact, contribution to sustainable transition.

The project activities have as objective to organize around 25 days of trainings with the participation of 100+ local SMEs beneficiaries and Ukrainian refugees in the Republic of Moldova and around 15 other events throughout the one year of activity of the project.

To this end, the Chamber of Commerce and Industry of the Republic of Moldova in the framework of the project will sign a framework agreement to engage a written and oral Romanian-Ukrainian-Russian translation service provider.

2. OBJECTIVES

The Chamber of Commerce and Industry of the Republic of Moldova, in the framework of GIZ project, will select 1 company – provider of written and verbal translation services during the implemented project activities in the Republic of Moldova with the followings:

- To obtain accurate and culturally sensitive translations for verbal and written translations.
- To ensure timely delivery of translated content.
- To establish a long-term partnership with a reliable translation service provider.

3. SCOPE OF WORK

The **scope of work** will be the following:



1. Conduct verbal training interpreting (simultaneous or consecutive) in coordinated training settings from Romanian / Russian languages into Ukrainian language and vice-versa combinations agreed upon.
2. Conduct written translation of didactic materials, used in the framework of the training sessions or other events under the current project from Romanian / Russian languages into Ukrainian language and vice-versa combinations agreed upon.
3. Conduct verbal interpreting (simultaneous or consecutive) in coordinated event settings from Romanian / Russian languages into Ukrainian language and vice-versa combinations agreed upon.
4. Maintain accuracy, clarity, and cultural appropriateness in translations.
5. Adhere to specified deadlines.
6. Provide proofreading and quality assurance for translated content.

4. DURATION OF THE WORK AND LOCATION

The duration of contract shall be for a **maximum of 10 (ten) working months, between February and November 2024**. The company can undertake a mix of Chisinau and regional or distance mode of work based on the agreed format and settings.

5. REQUIRED EXPERTISE AND QUALIFICATIONS

The prospective translation service provider should possess the following qualifications and expertise:

- At least 5 years of prior work experience in dealing with verbal and written interpreting/translation services in targeted languages within trainings/seminars/round tables/conferences in the Republic of Moldova.
- Relevant educational background in translation or linguistics.
- International contracting in targeted services with local international institutions would be an advantage.
- Demonstrated qualification in targeted services.

6. Proposal Submission:

Interested translation service companies are invited to submit the following documents:

- Cover letter expressing interest and providing an overview of the organization.
- Detailed resume or portfolio highlighting relevant experience.
- Certification documents (if applicable).



- Proposed cost estimates for verbal translation service from Romanian / Russian languages into Ukrainian language and vice-versa combinations per hour and requested number of interpreters for it.
- Proposed cost estimates for written translation service from Romanian / Russian languages into Ukrainian language and vice-versa combinations per 1 page (1800 characters)
- The cost should be estimated in MDL, 20 % VAT included.

7. Selection Criteria:

The evaluation of proposals will be based on the following criteria:

Language proficiency and expertise.
Relevant experience and certifications.
Proposed cost-effectiveness.

8. Proposal Deadline:

Proposals may be presented in Romanian or English language. All proposals must be submitted by 31 January 2024 to Mrs. Inesa Iordatii at inesa.iordatii@chamber.md.

9. Evaluation and Selection Process:

A selection committee will review the submitted proposals and conduct interviews if necessary. Only the selected provider will be notified.

10. Contract Terms:

The contract period will be **10 (ten) months from February to November 2024**. Payment terms and conditions will be mutually agreed upon.

11. Confidentiality:

All submitted materials will be treated with utmost confidentiality.

12. Contact Information:

All questions and clarifications should be addressed to the Chamber of Commerce and Industry of the Republic of Moldova by e-mail at: seminar@chamber.md till January 25th, 2024.