



Quotation Request

234 - 23000006

Service:	Translating Services for Norwegian People's Aid (NPA) in Erbil
Office:	NPA - DHC
Based in:	Erbil, Iraq

Objective:

Contract with qualified translating company to cover the provision of translating services and related services hereafter referred to as "Translating Services" (TS). Translating Services shall include, but not are limited to:

Provide professional interpreters for NPA events & activities with capacity of translating from English language to Kurdish &/ Arabic and vice versa. Translation of official documents with official interpretation stamp from different languages.

Scope of Work

The selected company shall perform:

- High quality translation of statements, documents, course and modules from English to Kurdish & Arabic and vice versa.
- Provide consecutive and simultaneous interpretation, when required, during webinars, high level meetings, interviews, etc.
- Ensure high quality and accuracy of the entire document before submission.
- Undertake thorough linguistic and verify terminology and reference to use the most appropriate range of vocabulary and the commonly accepted or established terms of style.
- Finalize and complete the assignment flawlessly and promptly within mentioned deadline.
- Always ensure confidentiality of beneficiaries.

Qualifications:

- The service provider should have minimum of 3 years' professional experience in translation and in interpretation.
- Provide previous experiences with all local & international NGOs.
- The translators/interpreters assigned to NPA are expected to hold official translating ID issued by the Ministry of Justice (at a minimum, for English-Kurdish- Arabic and vice-versa).
- Company's registration with KRI.

Deliverables and Outputs

- The document to be translated and edited in a manner that no additional editor needs to be hired for finalizing the work.
- The document to be submitted in Microsoft Word format.
- Fonts to be used: Times New Roman or Arial, font size:12, line spacing: single
- Word count: Words of original document will be counted

Rates and fees

Financial Offer: Financial offer is composed of 30 %. The lowest financial offer will obtain 30 %.

Written translation

Items	Description	Language	Requited time (Days)	Translation Fee USD (regular) Per page	Translation Fee USD (urgent) Per Page
1	10 pages, each page between 250 to 500 words	English to Kurdish & vice versa			
2	10 pages, each page between 250 to 500 words	English to Arabic & vice versa			
3	50 pages, each page between 250 to 500 words	English to Kurdish & vice versa			
4	50 pages each page between 250 to 500 words	English to Arabic & vice versa			

Consecutive translation

Items	Description	Language	Translation Fee USD
1	1 Days = 8 hours	English to Kurdish & vice versa	
2	1 Days = 8 hours	English to Arabic & vice versa	
3	1 hours	English to Kurdish & vice versa	
4	1 hours	English to Arabic & vice versa	

Simultaneous translation

Items	Description	Language	Translation Fee USD
1	1 Days = 8 hours	English to Kurdish & vice versa	
2	1 Days = 8 hours	English to Arabic & vice versa	
3	1 hours	English to Kurdish & vice versa	
4	1 hours	English to Arabic & vice versa	

Technical Offer: Technical offer is composed of 70 %. The highest technical offer will obtain 70 %.

Area of translation experience/capability

Topics	Has experience/capability (Yes/No)
Human rights	
Democratic Governance	
Economic and Social Development and Policy	
Crisis/Conflict Prevention and Recovery	
Disaster Risk Reduction and Climate Change	
Energy and Environment	
Preventing Violent extremism	
Food Security	
Child Rights and Child Protection	
Gender Issues/Gender-Based Violence	
Youth development, and Adolescent health	
Social Policy	
Water, Sanitation and Hygiene	
Reducing Emission Deforestation and Degradation	
Air pollution	
Legal documents	
Agriculture: plant protection, livestock/pasture related terminologies and legal documents	
Liberty & prisoners detainees rights	

Payment:

Upon submission of final invoice, monthly detailed report of all transactions and after verification by NPA authorized staff, NPA will then pay the translating company in full amount via bank transfer or bank cheque.

How to Apply:

Interested and qualified **translating companies** based in Erbil can submit their applications. Applications should be submitted via email to saloma657@npaid.org with mentioning in the subject line (Translating Service – 234 - 23000006) no later than January 31, 2023 at 4:00 PM (iraq local time).