

Terms of reference (ToRs) for the procurement of services below the EU threshold

Translation and Interpretation Services

**Project number/
cost centre:**

01.9235.1-001.00

List of abbreviations	2
Brief Information:	2
Context.....	2
Tasks to Be Performed by the Contractor.....	2
1.Translation Services	2
2.Interpretation Services.....	4
Term of Contract	7
Tender requirements	7
1.Requirements.....	7
2.Qualifications of Proposed Staffs:.....	8
3.Deliverables:	8
4.Evaluation	8

List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

Brief Information:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise offering workable, sustainable and effective solutions in political, economic and social change processes. GIZ operates throughout Germany and in about 120 countries worldwide. GIZ has 25,000 staff members around the world.

In Cambodia, GIZ currently has around 18 projects/ programs with 200 to 220 national staffs and 55 to 60 international staffs to support development processes focusing on strengthening the country's social protection and health system, supporting decentralization reforms, strengthening framework conditions for inclusive economic development, and sustainable supply chains, among others. The Country Office in Phnom Penh is in charge of commercial, administrative and financial affairs of the projects /programs in the country.

Context

The primary objective of this framework agreement is to select a qualified service provider who can deliver high-quality translation and/or interpretation services in various languages and across multiple technical fields, primarily in social protection, health systems, decentralization reforms, economic development, and sustainable supply chains. These services will support GIZ's activities in Cambodia, ensuring accurate and culturally sensitive communication.

Tasks to Be Performed by the Contractor

1. Translation Services

- Translate written documents, reports, and correspondences in the formats of Word, Excel, PowerPoint, and PDF, mostly from English or German to Khmer, or vice versa.

- Occasionally, it is necessary to translate from Khmer to another language or vice versa.
- Ensure accuracy, consistency, and adherence to specialized terminology.
- Provide proofreading services.
- Format documents correctly as required by GIZ.
- Collaborate with project teams to meet deadlines.
- Note that the documents remain the property of GIZ and sharing them with others is not allowed.

Price Sheet 1:

To submit a financial offer, please use **Price Sheet 1** as a template to submit the financial proposal for documentation translation. Please fill in the column below at Unit Price/Page (USD) and Time frame for delivery of product.

No.	Document to Be Translated	From	To	Unit Price/Page (USD)	Time frame for delivery of product
1	World file (Ms. Word: 250 English words or 1500 Khmer characters without space = 1 page)	Khmer	English		
		Khmer	German		
		Khmer	Other languages		
		English	Khmer		
		German	Khmer		
		Other languages	Khmer		
2	Excel file (Excel: 200 English words or 1000 Khmer characters without space = 1 page)	Khmer	English		
		Khmer	German		
		Khmer	Other languages		
		English	Khmer		
		German	Khmer		
		Other languages	Khmer		
		Khmer	English		
		Khmer	German		
		Khmer	Other languages		
		English	Khmer		

3	PDF file	German	Khmer		
		Other languages	Khmer		
4	Power Points (PowerPoint: 100 English words or 500 Khmer characters without space = 1 page)	Khmer	English		
		Khmer	German		
		Khmer	Other languages		
		English	Khmer		
		German	Khmer		
		Other languages	Khmer		
5	Hard Documents i.e. books, newsletters...	Khmer	English		
		Khmer	German		
		Khmer	Other languages		
		English	Khmer		
		German	Khmer		
		Other languages	Khmer		

2. Interpretation Services

- Simultaneous interpretation mostly from English or German to Khmer, or vice versa.
- Occasionally, it is necessary to interpret from Khmer to another language or vice versa.
- Interpret accurately and professionally, maintaining confidentiality.
- Facilitate communication between international experts, local stakeholders, and beneficiaries.
- Offer headphones, booths, or other equipment need during the Simultaneous interpretation if requested for.

Price Sheet 2:

To submit a financial offer, please use **Price Sheet 2** as a template to submit the financial proposal for simultaneous interpretation and equipment rental fee per unit.

- Half-day interpretation would be up to 4 hours and would require only one interpreter.
- Full-day interpretation would be 8 hours for a day with possibility of one or two interpreters depend on the actual necessary requirement.
- If there is a case of over time it would be from 1 to 2 hours.

No	Simultaneous Interpretations	From	To	Number of Days	Daily Rate (USD)
1	Phnom Penh (face to face)	Khmer	English	1-4	
		Khmer	English	5-8	
		Khmer	English	9-10	
		Khmer	German	1-4	
		Khmer	German	5-8	
		Khmer	German	9-10	
		Khmer	Other languages	1-4	
		Khmer	Other languages	5-8	
		Khmer	Other languages	9-10	
		English	Khmer	1-4	
		English	Khmer	5-8	
		English	Khmer	9-10	
		German	Khmer	1-4	
		German	Khmer	5-8	
		German	Khmer	9-10	
		Other languages	Khmer	1-4	
		Other languages	Khmer	5-8	
		Other languages	Khmer	9-10	

2	Provinces (face to face) <u>Note:</u>	Khmer	English	1-4	
		Khmer	English	5-8	
		Khmer	English	9-10	
		Khmer	German	1-4	
		Khmer	German	5-8	
		Khmer	German	9-10	
		Khmer	Other languages	1-4	
		Khmer	Other languages	5-8	
		Khmer	Other languages	9-10	
		English	Khmer	1-4	
		English	Khmer	5-8	
		English	Khmer	9-10	
		German	Khmer	1-4	
		German	Khmer	5-8	
		German	Khmer	9-10	
		Other languages	Khmer	1-4	
		Other languages	Khmer	5-8	
		Other languages	Khmer	9-10	
3	Virtual	Khmer	English	1-4	
		Khmer	English	5-8	
		Khmer	English	9-10	
		Khmer	German	1-4	
		Khmer	German	5-8	
		Khmer	German	9-10	
		Khmer	Other languages	1-4	

		Khmer	Other languages	5-8	
		Khmer	Other languages	9-10	
		English	Khmer	1-4	
		English	Khmer	5-8	
		English	Khmer	9-10	
		German	Khmer	1-4	
		German	Khmer	5-8	
		German	Khmer	9-10	
		Other languages	Khmer	1-4	
		Other languages	Khmer	5-8	
		Other languages	Khmer	9-10	
		Equipment		Number	Unit Price/ Full Day (USD)
1	Headphones/ Earphones	Up to 30 units			
2	Headphones/ Earphones	More than 30 units			
3	Small Booth	1			
4	Big Booth	1			

Term of Contract

GIZ shall hire the contractor for the anticipated initial one-year contract term, from 01st October 2024 to 30th September 2025, with possibility of extension for up to three more years until 30th September 2028.

Tender requirements

1. Requirements

Service providers should meet the following criteria:

- Have a valid registration for translator/interpreter services.
- Have at least five in-house translators/interpreters proficient in Khmer, English, German. Translation/interpretation services from/to other languages may be of advantage.
- Demonstrate at least three years of experience in translation and interpretation services.
- Provide three proofs of translation/interpretation expertise pools across various fields, including agriculture, rural development, private sector, health, law, finance, watershed environment, textiles, and/or more. (1.2.1" Technical Assessment Grid")
- Possess three reference certificates accredited and recommended by well-known or international organizations.
- Be familiar with technical and development-related terminology.
- Be able to work under tight deadlines and adapt to changing contexts.
- Be able to manage and assign translators or interpreters as services requested by GIZ.
- Exhibit strong communication, interpersonal skills, and cross-cultural sensitivity.

2. Qualifications of Proposed Staffs:

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs.

The below specified qualifications represent the requirements to reach the maximum number of points.

) Expert 1: Manager

- Bachelor's degree in enterprise management or equivalent.
- Bachelor's degree in English and/or German or in other languages.
- Has three years experiences in the professional field.
- Has three-year experiences in leadership/management.
- Provide copies of relevant certificates, accreditations, awards, and citations received by the proposed staff members. (2.1" Technical Assessment Grid")

) Expert 2: Translators/ Interpreters

- Bachelor's degree in enterprise management, or equivalent.
- Bachelor's degree in English and/or German or in other languages.
- Has three-year experiences in translator/interpreter professional field.
- Has experiences with other three countries.
- With the CV, provide copies of relevant certificates, accreditations, awards, and citations received by the proposed staff members. (2.2" Technical Assessment Grid")

3. Deliverables:

- 1) High-quality translated documents within timeframe for delivery of product follow price sheet 1, including the terminology and the professional format of the translated document.
- 2) Professional interpretation services during events and meetings.

4. Evaluation

Attached technical assessment grid will be used for technical evaluation and scoring, so bidding documents to be submitted are:

- 1) Technical proposal
- 2) CV of assigned experts
- 3) Financial proposal (please see price sheet 1 & 2 above for your references)

Technical proposal is recommended to be formulated according to the criteria set in the technical assessment grid where the weight in percentages have been given.

Specification of inputs estimation:

Fee days	Unit	Number/12 months period	Remarks
• Translation services	Page	Up to 750	Based on actual requirement
• Interpretation services	Day	Up to 60	Based on actual requirement
Travel Expenses	Number of Experts	Number	Remarks
• Per-diem for travelling in Cambodia	Day	Up to 20	\$12 x 20days = \$240 GIZ Lump Sum/day
• Overnight for travelling in Cambodia	Night	Up to 20	\$30 x 20nights= \$600 GIZ Lump Sum/night
• Travel Costs (train, bus, private vehicle)	1	Up to 10	Against evidence (bills)
Flights			Remarks
• International flights Flight to European countries		Up to 2	Against evidence (bills)

<ul style="list-style-type: none"> International flights Flight to Asian countries 		Up to 6	Against evidence (bills)
<ul style="list-style-type: none"> Per diem and accommodation for international travel to European countries and Asian countries. 		Up to 10,000\$	According to GIZ rate of each country