

PUBLIC NOTICE
FOR THE SELECTION OF
**A TRANSLATOR OF THE E-LEARNING MATERIAL OF THE MODULE ZERO AND
COMMUNICATION MATERIAL (LANGUAGE COMBINATION: ENGLISH
<>PORTUGUESE)**
OF THE PROJECT “MUDAR - MOZAMBIQUE INTEGRATED URBAN DEVELOPMENT
BY ACTIONS AND RELATIONSHIPS: EMPOWERING LOCAL GOVERNANCE”

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UE/MUDAR/Assignment_003_TRANSLATION_MODULE_ZERO_AND_COMM

CCI - Centro per la Cooperazione Internazionale (International Cooperation Centre), an association with legal personality, established pursuant to art. 9bis of the Provincial Law 4/2005 in order to design and deliver training, capacity building and context analysis in particular on the themes of development cooperation, peace, human rights, European integration and sustainable local development, with registered and operating offices in Trento in vicolo San Marco 1

INFORMS THAT

A public selection procedure is launched with comparative curricular evaluation, test, and interviews, for the assignment of **nr. 1 professional translator (language combination: Portuguese < > English) for the translation of the e-learning material of the module zero and communication material of the MUDAR project**, with remote implementation of tasks (office-based).

The assignment is financed by the European Commission through the project “MUDAR - Mozambique Integrated Urban Development by Actions and Relationships: Empowering Local Governance” project (budget line: 5.5.1 Interpreters and translation, sub-line: 5.5.1.1 Interpreters and translation for CCI).

1. **Background**

MUDAR is a decentralised cooperation project funded by the European Union under the call "Europeaid - Local Authorities: Partnerships for sustainable cities 2021". The project is managed by the Autonomous Province of Trento, in partnership with the Municipality of Beira, the University of Trento, Universidade Zambeze, the Instituto de Formação em Administração Pública e Autárquica and the Centre for International Cooperation.

The project is carried out in the city of Beira, capital of the province of Sofala, one of the largest cities in Mozambique. It aims at strengthening the skills of local government in the definition and implementation of effective public policies and the provision of services to the population.

The implementation of project activities started on May, 1st 2022 and will last 36 months.

The project MUDAR aims to promote integrated urban development and better living conditions in Beira (Overall Objective). In particular, it aims at promoting an integrated urban development and an empowered local governance, in order to improve the living conditions of the population of Beira, Mozambique.

MUDAR will contribute to it by scaling-up the effective territorial partnership between two Local Authorities (LAs) operating in a bilateral cooperation framework: the Provincia autonoma di Trento (PAT) in Italy, and the Conselho Municipal da Beira (CMB) in Mozambique. A strengthened cooperation between PAT and CMB will indeed be instrumental to making Beira more inclusive, safe, resilient and sustainable (in line with Sustainable Development Goal nr. 11) as it will foster the development of new, international means to promote more inclusive urban development for the city of Beira (in line with Sustainable Development Goal nr. 17). MUDAR will foster the delivery of efficient services for citizens in a greener, more resilient Beira, thanks to improved capacities of the Conselho Municipal da Beira to apply urban governance methods and principles (outcome 1), adequate urban planning in most underserved neighbourhoods such as Macuti (outcome 2) and support to the digital transition of the Municipality, which will foster job creation (outcome 3).

The project structure is based on three Activities:

- Training: creation of a decentralised continuous learning system for Beira municipality structured around a curriculum based on the Territorial Approach to Local Development (TALD). The trainers of the project partner IFAPA are trained to deliver specific courses to local administrators of the municipality (Training of Trainers);
- Community of practices: establishment of a community of practises in territorial sustainable development between Mozambique municipalities and local/international partners;
- Pilot projects: implementation of a pilot project promoting the environmental development in the Macuti neighbourhood of Beira; promoting the local economic development throughout a start-up programme, and strengthening local public services in the fields of sustainable waste management in Macuti neighbourhood where the local administrators and other stakeholders will apply knowledge and skills on project design and implementation acquired thanks to the capacity building activities.

Within the framework of the project, the International Cooperation Centre is responsible for the Training and capacity building activities; the establishment of the Community of Practice, and Communication activities.

This requires the production of e-learning video lessons and learning material, as well as communication material, which implies the translation of various documents from English into Portuguese. The material is needed for the implementation of both the e-learning training of trainers delivered to the partner IFAPA (Instituto de Formação em Administração Pública e Autárquica), and the in-presence training of the staff of the Municipality of Beira through IFAPA trainers .

2. Purpose of the assignment

This notice is to select a short-term contract for a translator to translate the module zero and communication material from English into Portuguese.

The **purpose** of this assignment is to produce high quality and timely texts in Portuguese for the MUDAR module zero and miscellaneous communication documents.

3. Description of the assignment and specific work

The work of the assignee is to be seen as part of the training and capacity building activities of the project.

The assignee shall undertake the following **tasks**:

- a. Understanding the content and meaning of the text to be translated: Read the text carefully and ask for clarifications in order to understand it thoroughly or point out any mistakes or inconsistencies in the text.
- b. Producing a clear and accurate translation into the target language (English or Portuguese) that is not only clearly understandable and grammatically correct, but that is also adapted to the cultural context of the readers.
- c. Produce the translated text with proper IT equipment, following the instructions given about type of file, format, file naming, etc., and send it to CCI in a timely manner and orderly way.
- d. Observe absolute confidentiality of the information and documents translated.

Expected deliverable: High quality and timely delivery of translated files as requested.

4. Expected workload

The total expected translation workload during project implementation is **528 editorial pages**. One editorial page is defined as a text of 250 words in the source language *before* translation. The following table details the composition of the workload.

This notice only refers to the translation of the Module Zero and miscellaneous communication material.

Table 1: Expected global workload in terms of editorial pages to translate (Translation of training materials and communication materials)

Translation of e-learning materials / Materials of the Community of Practice			
	Nr of editorial pages in one document (a)	Total documents (b)	Total editorial pages (c) (c = a * b)
Syllabus	3	6	18
Didactic material	30	6	180
Case study	9	6	54
Methodology	6	6	36
Video (15 minutes each)	6	30	180
Slides for the Video	3	6	18
Tests	3	6	18
Materials for training evaluation and assessment	3	6	18
Sub Total (editorial pages)			522
Translation of communication material			
Types of document	Nr of editorial pages in one document (a)	Total documents (b)	Total editorial pages (c) (c = a * b)
Video (10 minutes max)	0	0	0
Miscellaneous material (leaflets, news, posts, etc.)	3	2	6
Sub Total (editorial pages)			6

CCI is not obliged to assign all the expected workload above. As this is an estimation, CCI reserves the right to assign to the selected candidate(s) only a part of the above-estimated pages.

5. Project management

Responsible body: The translator will respond to the **Training team coordinator & Local development officer at CCI**. The translator shall be accountable to the Training team coordinator & Local development officer of CCI at all stages of implementation of the assignment.

Management structure: The overall management of the MUDAR project is ensured by the Project Desk Officer of the Autonomous Province of Trento, who is in charge of coordination of the co-applicants; communication and reporting to the EU Commission, coordination among project Work Packages; supervision of activities' implementation (including distribution of funds, monitoring of expenditure, and financial reporting), as well as compliance of partners and subcontractors with their obligations, the level of engagement of stakeholders and the impact of the proposed activities on the final target groups.

6. Location

The translator can work from home, provided that adequate equipment is available at their premises.

7. Start date & period of implementation

The intended start date is the date of signature of the contract by both parties. The translated material must be delivered to CCI by **1 February 2023**, unless otherwise agreed by both parties.

8. Requirements

8.1. Profile of the translator

The translator should have the following experience and profile. Verifiable documentary proof for all the following requirements and criteria points are mandatory requirements and marks will be awarded on the basis of these verifiable proofs.

- University degree in Interpretation and Translation Studies or similar,
- Experience as a translator in the linguistic combinations English \diamond Portuguese, to be highlighted in the candidate's CV;
- Experience as a translator in the linguistic combinations Italian \diamond Portuguese will be considered an asset.
- Internet connection and capacity to manage high volumes of files;
- Capacity to translate into the context of the reader, including knowledge of the Mozambican context. A sample translation of a standard text (see point 16 of the present document) will be evaluated on following features:
 - Correctness of grammar, syntax, and vocabulary
 - Appropriateness of the cultural translation

9. Logistics arrangements

9.1. Support staff & backstopping

The costs for backstopping and support, as needed, are considered to be included in the translator's fee.

9.2. Office accommodation

Office accommodation is considered to be included in the translator's fee.

9.3. Facilities

The translator will be responsible for the logistics arrangements related to the work to be done and will bear the related costs. The translator shall ensure that they have sufficient administrative and secretarial provision to enable them to concentrate on their primary responsibilities while working. The translator shall ensure that they are adequately equipped (laptop and IT equipment, etc.).

9.4. Equipment

No equipment is to be purchased on behalf of CCI as part of this assignment or transferred to the CCI at the end of this contract.

9.5. Reporting requirements

No specific reporting requirements are foreseen for this service. The translator will submit detailed updates by email on their activities to CCI within one working day from any request for update.

9.6. Submission & approval of reports

The Training team coordinator & Local development officer of CCI is responsible for approving the updates outputs.

10. Monitoring and evaluation

The timeliness and completeness of the above-mentioned deliverable and update requirements is the performance measure chosen to evaluate progress toward the expected outputs.

11. Duration and fee

The assignment referred to in this notice will take effect upon the signature of the contract among the Parties until the completion of the work to the satisfaction of CCI. The assignment can undergo renewal and/or integration, if the Centro per la Cooperazione Internazionale deems a reasonable interest, in accordance with provisions of article 4, above.

The flat-rate and all-inclusive fee is to be defined according to the candidate's seniority. The rate is intended as a spending limit to be borne by the Centro per la Cooperazione Internazionale (including contributions and ancillary charges).

The assignment will be performed without subordination constraints and without the obligation to respect standard office working hours. The person in charge is expected in any case to ensure the achievement of the agreed working objectives.

12. How to submit your candidature

Applicants must submit the following documentation by the deadline of **22 January 2023, at midnight** (date of receipt):

- A short motivation letter (searchable PDF file)
- The candidate's Curriculum Vitae in English in the format of a PDF searchable file according to the standard Europass model, mentioning the professional and educational qualifications possessed, and testifying the professional capacity and experience gained
- A sample translation of the annexed text (see point 16) in text format (Word, OpenOffice, ...)
- A quotation of the translator's fee (No specific format required) that indicates:
 - The all-inclusive fee per editorial page in the source language. If applicable, the fee should include all languages of work. VAT, if applicable, must be stated separately.
 - The terms of payment

- The estimated delivery time per editorial page (e.g., ... pages per working day, Monday to Friday)
- Additional documents (such as references and links to works previously done) will be well received too (No specific format required).

Applicants are invited to fill in the requested documents so that titles and experiences show precisely how the selection criteria are met.

Applications shall be sent by certified email to: cci.tn@pec.it or by ordinary email with an automatic request of reading receipt to: info@cci.tn.it

CCI may, for reasons of administrative efficiency, reject any application that, for any reason beyond CCI's control, is received after the deadline, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

The subject line of the email must be:

UE/MUDAR/Assignment_003_TRANSLATION_MODULE_ZERO_AND_COMM followed by the applicant's surname and name.

For instance:

UE/MUDAR/Assignment_003_TRANSLATION_MODULE_ZERO_AND_COMM_ROSSI_Mario

Further information about the vacancy can be obtained by writing to: info@cci.tn.it.

13. Selection procedure and award criteria

The selection procedure will only be accessed by candidates who meet all the required criteria and whose application will comply with this notice.

The verification of the possession of the requirements and the evaluation of the applications will be carried out by a commission appointed by the CCI Director General, made up of three members, one of which in a Secretary role.

For the comparative evaluation of the curricula, the Commission will have a total score of 50 points and will take into account in particular:

- Working experience in the assignment's sector and similar activities (20/50);
- Linguistic skill mix (10/50)
- Quality of the sample translation according to the following features: Grammar correctness (5 points), Appropriate choice of vocabulary in Portuguese (5 points), Accuracy in transmitting the meaning of the source text (5 points), Appropriate solutions for cultural adaptation (5 points) (total: 20/50).

If it deems it necessary, the Commission may invite candidates for an interview in order to countercheck the experiences or knowledge declared and the attitude to the position in relation to the subject of the assignment. Only applicants gaining a score of at least 30/50 and a score of 16 in the quality of the

sample record may be interviewed.

The interview may assign a score up to additional 50 points.

In consideration of the requirements and limitations determined by the measures to deal with the epidemiological emergency from COVID-19, the body reserves the right to conduct the interviews by means of telematic communication systems.

The Centro per la Cooperazione Internazionale reserves the right to grant the assignment even in the presence of only one candidacy, as long as the candidate is suitable, and to acquire further candidates if the applications received within the deadline set out in this notice are inadequate.

14. Contracting

The Centro per la Cooperazione Internazionale will arrange and stipulate the contract with the selected candidate who will be paid the fee provided for in this notice. The assignment will be managed in compliance with the procedures provided for by the Italian reference standards.

The publication of this notice does not bind the Centro per la Cooperazione Internazionale in any way in the assignment of the contract. Until the signing of the assignment, the Centro per la Cooperazione Internazionale may revoke this procedure at its sole discretion without the competitors having any rights whatsoever.

15. General information

This notice, the outcome of the selection and the assignment of the contract will be published on the Centro per la Cooperazione Internazionale website in the homepage. The publication has the value of notification for all legal purposes.

Trento, January 11th 2023

16. Annex: Sample text to be translated into Portuguese

Context: This text is the script of a video about the Trentino territory which was included in the introductory training of a project similar to MUDAR. The aim of the text is to introduce the characteristics of the Trentino territory and history to a diverse audience. The intended target audience of this text includes the professors of the Instituto de Formação em Administração Pública e Autárquica in Mozambique and the staff in the Municipality of Beira, Mozambique. The author (and speaker) is a representative of the Provincia autonoma di Trento (i.e., Trento Autonomous Province), has a technical role in the Province, and acted as trainer and facilitator in a project similar to MUDAR. The text will be used both as the script of the voiceover of the video and as a written transcription, to be downloaded and used by learners as a learning tool.

“When we talk about Trentino, we talk about a land of autonomy. A thousand years of history that have

characterised our territory, our populations and our institutions.

When we talk about autonomy, we – the people of Trentino – are used to referring to modern times, to what happened after the Second World War, and to the changes in the legal system of the Italian Republic. But our autonomy, our identity, has much deeper roots back to time immemorial, as we use to say technically, when our populations took refuge in the mountain territories, in what we call the "High Lands", to find safety immediately after the fall of the Roman Empire, to escape wars and barbarian invasions. These populations immediately gave themselves their own organisation, their own security on the factors of production, on the means of subsistence, and they did it in a democratic way to recognise an "equal" authority that could be able to manage small communities.

These populations gave themselves their own institutional organisation that would allow them to live in these cold, difficult mountain territories, and that would allow them to manage together the factors of production, the goods that ensured their livelihood. This organisation, which was determined by the individual communities, then found formal recognition by the authorities of the time and, in particular, by the mediaeval authorities: the Emperor of Austria and his feudal lords in the Trentino area, the Prince Bishop who had his seat in Trento.

Over the course of this millennium, of the centuries that followed one another, these populations strengthened this sense of community and succeeded in creating new institutions, communities of communities, which represented the territory of entire valleys and in which the representatives of individual fractional communities, of the individual "vicinìe" (communities of dwellers sharing interests and goods/property), organised themselves into a single representation."