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# BACKGROUND INFORMATION

## Partner country

Mozambique

## Contracting authority

Centro per la Cooperazione Internazionale

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

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 city is divided into planned areas (hosting 45.45% of the urban population), which have better buildings, road networks and services (e.g. sewerage, water and electricity), and unplanned areas (50.46% of the population), with precarious buildings and infrastructures, while the remaining 4.10% live in rural areas. Areas without an integrated urban development plan are expanding rapidly, and are more vulnerable to flooding and the impact of adverse events caused by climate change. Social and economic conditions in these areas are more precarious (only 56.9% of Beira population had access to adequate sanitation services in 2015, prior to Idai’s devastation). In Beira, with people's livelihood often depending on the informal economy and occasional jobs (40% of households in urban areas depend on informal economy for their subsistence at national level), the impact of Covid-19 containment measures (lockdowns, movement restrictions, etc.), the result of the pandemic on the global logistics and commerce (Beira’s major source of income), as well as the consequence of Covid-19 on the health status of the most vulnerable ones, have led to an increase in unemployment and the worsening of socio-economic indicators. Due to the destruction caused by the cyclone Idai (in 2019, about 90% of Beira was destroyed or badly damaged with about USD 316 Million and 41 Million respectively in terms of damages and losses) and - to a lesser extent – by Eloise (in January 2021), compounded by the effects of Covid-19, access of Beira population to adequate socio-economic infrastructures has worsened, especially in already vulnerable neighbourhoods.

At the same time, Beira Municipality (Conselho Municipal da Beira, CMB) has limited (and decreasing) financial and technical capacities to provide for the needs of these citizens.

Indeed, the Municipality still faces several organisational gaps. In particular, in Beira challenging context, where also financial and technical resources are limited, CMB has i**nsufficient number of adequately trained human resources,** and the following **gaps** were highlighted during the needs assessment:

1. **Weak planning & coordination capacities**, which worsened in recent years;
2. **Poor capacities in terms of financial administration**, human resources management, and procurement. Within a framework where the financial resources coming from the Central Government and from Beira’s port are diminishing, CMB must operate within tight budget constraints and should be able to achieve equitable results effectively, with limited resources. Lack of the skills thereof is hence hindering adequate service planning and provision.
3. **Limited technical skills and knowledge on resilient integrated urban actions that respond to a comprehensive strategy (as one-off short-term interventions are preferred).**

In terms of capacity building, stakeholders expressed their consensus on the need to **further develop** CMB’s staff capacities. This is being tackled by an intensive training package based on the concept of Territorial Approach to Local Development (TALD) and built through extensive discussions with CMB and academic/training authorities, and by building a community of practice on integrated urban development with international and mozambican Local Authorities **(WP1, outcome 1**).

In terms of urban planning, CMB’s priority is to **improve planning and control of expansion of the unplanned neighbourhoods,** by involving the population in expressing their needs and concerns and provide them with the basic services and thus fulfil their rights to live in a salubrious environment (Rights-Based Approach). In particular, the **Macuti neighbourhood** is one of the most challenging and representative of Beira’s problematic urban development. It is clearly divided between a planned formal area (richer, urbanised, with primary infrastructures and houses made of conventional material) and an unplanned informal area (poor, characterised by tin shacks arranged without following any kind of planning). The latter lacks drainage, roads, sewage systems and waste management infrastructures and, given its geological and morphological conformation, is particularly affected by the rains and prone to rain water stagnation and flooding (50% of structures was damaged by Idai)[[1]](#footnote-0). The unplanned area is also stressed by the socio-economic development of Beira and is rapidly expanding in terms of population and informal housing, to the detriment of the green areas and of the environmental sustainability of the city itself. This will be tackled by translating the training proposed in Work Package 1 into practice, and by developing an inclusive and sustainable pilot action in the Macuti neighbourhood with a focus on resilience, inclusiveness, sustainability, and also on better living conditions of the inhabitants. (**Work Package 2, outcome 2**).

In terms of the **digitisation** process, the government of Mozambique joined the Digital Economy for Africa (DE4A) Initiative), and Beira Municipality is taking part to it through other actions, such as the creation of a digital cadaster and digital systems for strengthening land administration, local finance and tax collection. Nevertheless, even though it is a key priority, the digitisation process is still hindered by limited funds and poorly equipped offices and lack of digital/IT skills among key staff at CMB. The slow path of digitisation is a major bottleneck not only for urban and institutional development, but also for the regular functioning of various departments and services within CMB. The third outcome (Work Package 3) of the project is to promote digitisation and the circular economy, involving the CMB and MSMEs in the implementation of activities in the Macuti neighbourhood. **(Work Package 3, outcome 3**).

Ultimately, 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 Centro per la Cooperazione Internazionale is responsible for the implementation of Work Package 1, i.e. all training and capacity building activities to be implemented in collaboration with the partner IFAPA (Instituto de Formação em Administração Pública e Autárquica da Beira) and with the CMB. The Centro per la Cooperazione Internazionale is also responsible for 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 into Portuguese. The material is needed for the implementation of both the e-learning training of trainers delivered to the partner IFAPA, and the in-presence training of the staff of the Municipality of Beira through IFAPA trainers.

# OBJECTIVES & EXPECTED OUTPUTS

The objectives (overall and specific) and outputs are derived from the Description of the Action (including the Logframe). The assignment under this tender is put in the perspective of the Action. Please note that the full Description of the Action is **not** available to tenderers.

## Overall objective

The overall objective (Impact) to which this assignment contributes is:

Council Members, General Directors and technical staff of the CMB have acquired or expanded their theoretical-practical knowledge on inclusive and sustainable Urban Management, Local Governance and the Macuti pilot-project (corresponding to Output 1.1 of the Logframe of the MUDAR project) and Communities of Practice on territorial sustainable development congregating CMB, Bairro Macuti residents and local/international partners are capable and motivated to address common challenges faced at local level (corresponding to Output 1.2 of the Logframe of the Project).

## 2.2 Specific objective(s)

The specific objectives (Outcomes) of this contract are as follows:

* An effective, context-relevant, and context-specific training is delivered to the target beneficiaries such as (i) city councilors and managers of the Conselho Municipal da Beira, and (ii) administrative and technical staff of CMB's Departments (incl. Vereações de Gestão Urbana e Equipamentos e Meio Ambiente - VGUEMA);
* Effective communication material is produced and adapted to various audiences.

## Expected outputs to be achieved by the contractor

The expected output **of this contract** are as follows:

* to produce high quality and timely texts in Portuguese for the MUDAR activities

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The successful implementation of the MUDAR project relies on the following assumptions:

* Interest by the target groups and beneficiaries in taking part in the activities will be maintained throughout the project (e.g., the design and validation of the curriculum, the awareness raising campaign and participatory phase of the pilot project, etc.)
* Interest, availability and commitment of IFAPA and of Beira Municipality in the implementation and adoption of the training curriculum remain constant.
* Interest by CMB, MSMEs and Macuti Population in taking part in the activities will be maintained throughout the project (the awareness raising campaign and participatory phase of the pilot project, etc.)
* CMB staff has the ability and dynamism to work in a team and demonstrate interests in the activities;
* The population of Macuti welcomes the initiative and actively participates in the decision-making process and it is interested in the issues addressed and participates actively and proactively in the activities;
* Interest and participation from CMB technicians selected for digital implementation;
* Interest from the citizens who welcome the new digital solution and are in favour of experimentation;
* The population of Macuti welcomes the changes and interventions proposed by the project;
* CMB staff involved in the research participate in data collection and provide relevant information.
* The Covid-19 pandemic is sufficiently controlled and adverse climatic events do not prevent the implementation of the actions
* Macro-economic outlook at national and regional level continues to be positive throughout the project. Commodity price fluctuations (to which Mozambique’s economy is widely exposed) during the project do not create economic shocks.
* The political commitment and political stability at national level remain constant or increase; sustainable development challenges remain a priority for Mozambique

## Risks

The MUDAR project will be facing:

1. operational and physical risks (general implementation risks such as road accidents, petty crime, etc., as well as financial risks such as fraud, etc.). Moreover, a lengthy process to obtain visas to/from Mozambique (i.e., for European and Mozambican participants) could hinder smooth implementation of the exchange programme or activities in general.
2. Environmental risks, which include severe weather shocks (cyclones, etc.) which could have variable levels of impact on the Beira area and physically hinder activities implementation.
3. Political risks: elections could be accompanied by political turmoil. During the elections, activities could slow down due to campaigning. A change in Beira Municipality Council’s leadership after October 2023 elections could lead to a change in local authorities' commitment to the project.
4. Socio-economic risks: Epidemic outbreaks (including surges in COVID-19 cases and the consequent mitigation measures) could strain the capacities of Beira Municipal Council to implement the activities by diverting the political attention to more urgent issues and by limiting movements and gatherings.

Adequate measures of prevention and mitigation are put in place by the Consirtium in order to mitigate the above mentioned risks:

1. Safety policies regarding staff, definition of governance processes and clear financial management rules
2. Close monitoring of the climate shock forecasts, coordination of relevant authorities
3. Alignment of the project staff and partners to a non-partisan/neutral stance towards project activities. Signature of partnership agreements that bind the partners/institutions towards project implementation regardless of their political party. Ongoing dialogue with elected representatives and other political stakeholders, advocacy action on new elected leadership on the importance of the project in order to rebuild trust, if need be. The physiological slow-down of activities involving CMB members during the electoral campaign has been taken into account in the activities timeline.
4. Infection Prevention and Control measures

The project is designed to ensure the sustainability of the actions in its four forms, even beyond the implementation period.

# SCOPE OF THE WORK

## General

### Target groups

The target groups for the project **(and ultimately, the readers and users of the translated texts)** are:

1. **City Councilors, Managers of the Conselho Municipal da Beira - CMB, Administratives and all staff of CMB’s Departments (incl. Vereações de Gestão Urbana e Equipamentos e Meio Ambiente - VGUEMA) (over 400 total staff, including 108 CMB staff who will be trained)**: CMB plays the important role of local counterpart in Mozambique. As emerged from the preliminary analysis and the experience of the project partners, CMB is increasingly encountering structural limits dictated by the lack of specific technical-managerial skills and economic resources to ensure operation and coordination between the parties. Despite some recent improvements, during the discussions with CMB while drafting this proposal emerged the need of broadening knowledge and strengthening the technical and organisational capacities of the staff within the various departments and units, in order to: i) avoid staff turnover, with qualified people leaving the institution, ii) improve CMB’s capacities to plan and deliver basic services and, iii) ultimately, to contribute to building a more inclusive, equitable and resilient city. Through the delivery of theoretical and practical training activities, through the design and implementation of pilot interventions, and through the support to the digitisation process and job creation, MUDAR will consolidate the institutional building process that CMB has already undertaken and hence contribute to CMB’s mission.
2. **Staff and Trainers of Instituto de Formação em Administração Pública e Autárquica (IFAPA-Beira) (target of training of trainers activities, as well as main users of the translated materials related to training):** The Institutos de Formação em Administração Pública e Autárquica (IFAPA) are public entities with legal personality and pedagogical, scientific and administrative autonomy, under the supervision of the Ministério da Administração Estatal e Função Pública and Ministério da Economia e Finanças. IFAPAs are responsible for the technical training and capacity building of Mozambique’s civil servants and local governments. The Beira-based IFAPA (which is responsible for the training of public administrators in Sofala, Zambezia, Tete, and Manica provinces) employs 33 staff (including 3 in-house trainers) and has an external pool of over 100 trainers (civil servants, based in Beira and Maputo). This team has an efficient organizational and managerial structure that has proven effective in projects funded by EU Member States and in decentralised cooperation. Therefore, the IFAPA-Beira is a key actor to be involved for long term improvement of the capacities of CBM and even other Mozambique LAs. While discussing the training methods with representatives of CMB, the opportunity emerged to strengthen MUDAR by including IFAPA, which expressed its full endorsement. At the same time, IFAPA highlighted the need to strengthen its own training tools and capacities (e.g., increasing the familiarity of IFAPA’s trainers with e-learning methods, curriculum updating, etc.). This will be ensured by MUDAR by involving IFAPA as an additional partner, by training their trainers through a ToT scheme and by mentoring their trainers throughout the implementation of the training cycle and through the community of practice. By the end of MUDAR, IFAPA’s trainers will have knowledge, capabilities and practical training tools that will increase the impact of IFAPA’s training and potentially strengthen its positioning as a training provider for the public service in central Mozambique. IFAPA pedagogical director has been involved in the design of the training activities through online meetings.
3. **Universidade Zambeze (partners and target of communication activities as well as transversal collaboration within the Community of Practice):** Professors and assistants from Universidade Zambeze will have the opportunity through the proposed activities to collaborate and be part of multidisciplinary teams. They will also be involved in exchanges of good practice with the Università degli Studi di Trento (UNITN). The activities will improve the working methodology and establish a lasting exchange relationship with the Università degli Studi di Trento.
4. **Micro Small and Medium Enterprises (MSMEs) of the circular economy in Beira (Target of communication activities)**: According to the Business Census conducted by INE in 2016 in Sofala there are more than 2,300 SMEs, of which 40% are related to agribusiness. The MSMEs represent in the territory a vehicle for local economic development and are carriers of added value. The Conselho Municipal da Beira has several initiatives in the Beira urban area that promote the creation and formalization of small businesses that deal with the circular economy and offer a service to the community and municipality (especially in the area of Municipal Solid Waste Management). On the one hand, the creation of jobs in the urban area will be promoted by entrusting the realization of the interventions to be carried out within the Project for Macuti (e.g. the arrangement of drainage canals); on the other hand, public-private partnerships between MSMEs and the CMB will be promoted in order to foster job creation. Some services, such as the separate collection of plastic materials and glass, are carried out by informal collectors who work independently. One of the major difficulties for local municipalities is in fact the lack of funds for the promotion of services to citizens and the maintenance of partnerships with private entities for the development and implementation of services: MUDAR team will work and accompany the municipality so that the partnerships created can be lasting and prolonged even after the project.
5. **Community Based Organizations and Citizens of the Macuti neighbourhood (approx. 25.000 inhabitants, in Posto Administrativo Central, Cidade da Beira) (Target of communication activities)**: they will be involved in the Action at different levels. The project, through the involvement of representatives of local associations and the population of the Macuti neighbourhood (both planned and unplanned area), aims to promote an improvement in the quality of life of people, especially those most vulnerable (women and children), through pilot interventions on Resilience, Urban Regeneration, Green infrastructures and Recycling Solid Waste Collection, in order to create a more inclusive environment, attentive to the often unheeded needs of the population. The community will therefore be given the opportunity, through consultations, interviews and moments of community sharing, to express their needs concerning urban planning, spaces and the quality of life in Macuti. Moreover, the behaviour of many citizens is often the cause of problems of urban decay such as the accumulation of rubbish in areas not designated for it (for instance close to drainage canals), the occupation of unbuildable land, etc; the awareness campaigns will sensitize citizens on environmental issues and urban management, in order to improve individual practices for the collective good.

## Specific work

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

The contractor shall undertake the following tasks:

1. 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.
2. 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.
3. 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.
4. Observe absolute confidentiality of the information and documents translated.

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

Contractors will be asked to work on editable files (Word or OpenOffice) which have been previously edited by the Centro per la Cooperazione Internazionale using Google Documents.

**Translation tools**

Contractors will not be required to work on assignments using translation memory software (i.e. CAT tools). However, it should be noted that possession of and familiarity with a translation memory program is an asset in the evaluation section.

Contractors will have to ensure and demonstrate that they have appropriate internet connection, IT security, back-up tools and data loss prevention measures used in order to perform the contract..

**Deadlines for delivery**

The deadline depends on the length of the document and the urgency with which it is required. The agreed deadline is confirmed on the order form issued for the assignment. The contractor will be required to send immediate confirmation of acceptance of the order by replying to all included in the email. The burden of correct and timely delivery shall be borne by the contractor. Repeated failure to respect a deadline without prior agreement from the Centro per la Cooperazione Internazionale may lead to termination of contract. Possible delays in delivery must be reported to the Centro per la Cooperazione Internazionale not later than 48 hours before the deadline for delivery or immediately when the causes of such delays arise.

**Confidentiality**

All working documents shall be considered confidential. Contractors shall not disclose any such documents to third parties.

The contractor shall obtain assurance from each member of its staff (internal or external/subcontractors) that they will respect the confidentiality of any information relating, directly or indirectly, to the execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not publicly available, even after execution of the contract. The contractor’s attention is also drawn to the actual clauses and confidentiality clauses relating to IT services they may use for the storage of data, which should be compliant with the rules stated above.

**Quality of the completed assignments**

All completed and delivered assignments must be of such quality as to require no further correction by the CEntro per la Cooperazione Internazionale. Contractors must ensure, inter alia, that all specific instructions from CCI are followed, that the translation is complete, accurate and consistent, that references to documents already published have been checked and quoted correctly, that terminology used is consistent throughout the text and with any relevant reference material, that sufficient attention has been given to style, register and readability of the translation, and that the agreed deadline is respected scrupulously.

Each assignment will be assessed by CCI using a standard assessment sheet (Annex I to the ToR), which forms an integral part of the contract. This assessment in no way diminishes the contractor’s obligation to ensure that all assignments can be used as sent, without any further revision or correction by CCI.

Where the quality of the assignment is assessed as being of an exceptionally high standard (+1) or an unacceptably poor standard (-1), the assignment will be forwarded to an assessment committee. Where the initial assessment is invalidated, the contractors ranking remains unchanged. Where the initial assessment is confirmed, an assessment of -1 shall result in 10 points being deducted from the points initially awarded to the contractor while an assessment of +1 shall result in 10 points being added. This will ensure that the ranking of contractors reflects the actual quality of the service offered throughout the duration of the contract.

**Definitions**

* Translation shall mean the translation of a text into the target language specified.
* Computer-assisted translation shall mean the translation of a text using Computer-Assisted Translation software or of a text which has already been pre-processed using Computer-Assisted Translation software.
* Translation memory means a repository of previously translated texts that associates segments (e.g. sentences or paragraphs) of the source and target language in a way that allows for reuse by Computer-Assisted Translation tools.
* Revision shall mean the re-reading and where necessary reworking of a text which has already been translated to ensure that the translation is an accurate rendering of the original.
* Modification shall mean the translation and introduction of amendments into a text which has already been translated.
* Full post-editing shall mean the production of completed assignments whose level of quality must be equivalent to that achieved by a native-speaker human translator. The output should be a text whose quality should be comparable to that of a translation thoroughly checked by a human translator: all segments are correctly checked and corrected if necessary (this applies to both translation memory and machine translation content) all specific instructions are followed, reference documents (attached to the request or published) are checked and quoted correctly, terminology used is consistent throughout the text.
* Contract or Framework contract shall mean a contract setting out the performance framework (general characteristics and price of the services for the purposes of this call for tenders). The other basic elements of the contractual relationship shall be defined by means of specific assignments sent by email. Contracts do not give rise to any obligation for CCI to outsource a specific volume of work.
* Assignment shall mean the email issued by CCI for each specific translation work, specifying the nature of the service to be provided, the volume of work to be carried out, the deadline by which it is to be completed, and any other relevant information.
* Editorial page or standard page shall mean a page of text comprising 250 words in the source language, calculated using Google Documents.
* Contracting authority shall mean CCI (Centro per la Cooperazione Internazionale).
* Delivery shall mean the return of the completed assignment to the Centro per la Cooperazione Internazionale in a file form by email or electronic file transfer.
* Quality of completed assignments shall mean the degree in which the assignment returned by the
* contractor conforms to the standards expected, in terms of accuracy, consistency, completeness, style, register, formatting, respect of the instructions provided and of the deadline, etc.
* Staff shall mean the persons (whether internal or external) responsible for carrying out the work assigned under the contract. If no specific/particular reference is made to translators, any reference to staff shall also include the persons managing work assigned under the contract.

Multiple framework contracts shall be offered. A list of contractors shall be drawn up in descending order according to the number of marks obtained on the basis of the award criteria. This list determines the order in which work shall be placed (if the first contractor on the list is unable to execute the order for reasons that are not such as to entail termination of the contract or in the absence of a positive reply from that contractor within the deadline set in the request for services, the Centro per la Cooperazione Internazionale may call on the second contractor, and so on down the list).

In exceptional cases, when a specific document is outsourced as a follow-up to a text previously translated by a given contractor, the Centro per la Cooperazione Internazionale reserves the right to award it to the same contractor regardless of the ranking, if a high degree of expertise and significant research, familiarisation with the subject and other efforts were required for the initial translation. This is done to ensure a high degree of quality and consistency.

## Project management

### Responsible body

The contractor 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.

### Facilities to be provided by the contracting authority and/or other parties

None

# LOGISTICS AND TIMING

## Location

The services will be performed at the contractor's premises.

## Start date & period of implementation

The intended start date is the date of signature of the contract by both parties.

# REQUIREMENTS

## Personnel

### Key expert: Translator

The translator should have the following experience and profile:

Qualifications and skills

* University degree in Interpretation and Translation Studies,
* Additional qualifications will be considered an asset
* Full proficiency in English, Portuguese, and Italian.

General professional experience

* Experience as a translator in the linguistic combinations English <> Portuguese (minimum experience: 3 years);
* Experience as a translator in the linguistic combinations Italian <> Portuguese (Minimum experience: 3 years).
* Capacity to manage high volumes of files (i.e., minimum management capacity: 10 editorial pages per day);
* Additional years of experience and management capacities will be considered an asset.

Specific professional experience

* Experience as a translator for the Mozambican context (minimum requirement).
* Experience in the communication sector (marketing, advertisement, etc) is considered an asset.

**Translator input and workload:**

The translator’s work is to be calculated according to the following expected volume of translations to be provided.

| **Translation of e-learning materials / Materials of the Community of Practice** | | | |
| --- | --- | --- | --- |
| **Types of document** | **Nr of editorial pages in one document (a)** | **Total documents (b)** | **Total editorial pages (c)**  **(c = a \* b)** |
| Syllabus | 3 | 18 | 54 |
| Didactic material | 30 | 18 | 540 |
| Case study | 9 | 18 | 162 |
| Methodology | 6 | 18 | 108 |
| Video (15 minutes each) | 6 | 90 | 540 |
| Slides for the Video | 3 | 18 | 54 |
| Tests | 3 | 18 | 54 |
| Materials for training evaluation and assessment | 3 | 18 | 55 |
| **Sub Total (editorial pages)** |  |  | **1.567** |
| **Sub Total (words)** |  |  | 391.750 |
| **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) | 3 | 1 | 3 |
| Miscellaneous material (leaflets, news, posts, etc.) | 3 | 10 | 30 |
| **Sub Total (editorial pages)** |  |  | **33** |
| **Sub Total (words)** |  |  | 8.250 |

Guidance notes on translator’s inputs:

Working days: performance of the contract (and therefore payment) is based solely on the number of pages translated. The consultant will only be paid for pages actually translated on the basis of the fee rate contained in the budget breakdown (Annex V). Tenderers must annex the ‘Estimated number of working days’ worksheet contained in the spread sheet for Annex V to their organisation and methodology (Annex III) to demonstrate the correspondence between the proposed methodology and the expert inputs.

It is unnecessary to stipulate the holiday provision for experts. This is for the tenderer to decide. See Article 22 of the general conditions.

The annual leave entitlement of the experts employed by a service provider is determined by their employment contract with the service provider and not by the service contract between the contracting authority and the contractor..

Everything is based on working days to avoid difficulties in identifying working weeks, national holidays, etc. in the partner country of a given contract.

The fee rates must include all the administrative costs of employing the relevant translator, such as leave, medical insurance and other employment benefits given to the translator by the subcontractor. This is why no further mention of an annual leave entitlement must be made in the service contract.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

### Support staff & backstopping

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

## Office accommodation

Office accommodation is considered to be included in the contractor’s fee.

## Facilities to be provided by the contractor

The contractor 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.).

## 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.

# REPORTS

## 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.

The Training team coordinator & Local development officer of CCI is responsible for approving the updates outputs as part of the translation’s quality check (see above).

# MONITORING AND EVALUATION

## Definition of indicators

Please see annex I to the ToR for details

\* \* \*

# **ANNEX I - STANDARD ASSESSMENT SHEET**

# ASSESSMENT OF TRANSLATION AND POST-EDITING CARRIED OUT BY CONTRACTOR

| Document nr |  |
| --- | --- |
| Nr of pages |  |
| Required by: |  |
| On: |  |
| Date agreed for deadline |  |
| Date of actual delivery |  |
| Date of assessment |  |
| Contractor |  |
| Source language |  |
| Target language |  |

| TECHNICAL QUALITY:   * Did the electronic version of the source text pose problems? * Has the translation/post-editing been properly formatted? * Have all the tables, etc. been correctly reproduced in the translation/post-editing? | |
| --- | --- |
| AMOUNT OF TIME SPENT ON REFORMATTING (HOURS) |  |

| TYPE OF ASSESSMENT CARRIED OUT: |  |
| --- | --- |
| SPOT CHECK OF RANDOM SELECTED PASSAGES THROUGHOUT DOCUMENT | ◻ |
| PLUS READ THROUGH OF ENTIRE TRANSLATION/POST-EDITING | ◻ |
| THOROUGH CHECK OF ENTIRE DOCUMENT | ◻ |
| **AMOUNT OF TIME SPENT ON ASSESSMENT (HOURS)** |  |

GENERAL COMMENTS:

1. Is the SOURCE text particularly easy/particularly difficult?
2. Are there problems with the linguistic quality of the SOURCE text?
3. Is the translation/post-editing an accurate rendition of the original text? Is the translation/post-editing absolutely complete?
4. Has adequate attention been paid to detail?
5. Is the terminology consistent throughout the document? Have the reference documents supplied been respected?
6. Does the translator seem to have carried out adequate background research? Does the translation/post-editing read well?
7. Does this translator seem particularly well-qualified to translate this type of documents? or does he/she manifestly lack adequate specialist knowledge?

| SPECIFIC AREAS OF WEAKNESS |  |  |  |
| --- | --- | --- | --- |
| Inaccuracy / mistranslation (SENS) | ◻ | Grammatical mistake (GRAM) | ◻ |
| Omission (OM) | ◻ | Clarity (CL) | ◻ |
| Punctuation (PT) | ◻ | Specific terminology (TERM) | ◻ |
| Spelling mistake (SPEL) | ◻ | Reference documents (RD) | ◻ |

1. Does the translation/post-editing appear to have been rushed/not properly reread?
2. Is the quality patchy (mixture of good and poor)?

SPECIFIC COMMENTS

…

OVERALL ASSESSMENT:

| ◻ | exceptionally high standard +1 |
| --- | --- |
| ◻ | level which can reasonably be expected of a professional translator 0 |
| ◻ | unacceptably poor standard -1 |

**DATE, NAME AND SIGNATURE OF THE ASSESSOR**

*The Centro per la Cooperazione Internazionale reserves the right to change parts and/or the layout of the assessment sheet insofar as this does not affect the contents thereof in accordance with the contract.*

*The assessment is shared with the contractor for information purposes. The contractor has the right to reply to the assessment within 5 days from the date of receipt.*

1. REACH, UNOSAT “Mozambique: Beira City - Macuti - Neighbourhood Damage Assessment - As of 26 March 2019”, 2019, available at <https://reliefweb.int/map/mozambique/mozambique-beira-city-macuti-neighbourhood-damage-assessment-26-march-2019> (Latest visit: 23 August 2021) [↑](#footnote-ref-0)