

GENERAL INFORMATION

Title of Consultancy: Ongoing translation and/or interpretation services
Application Closing Date: 27 June 2022
Consultancy Start and End Date: Framework agreement from July 2022 to July 2024
Location of Consultancy: N/A

BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business, and civil society to develop and implement effective measures to tackle it.

The Transparency International Secretariat (TI-S) in Berlin is seeking translation companies or qualified freelance translators to fulfil ongoing translation needs from English into French, Spanish, Arabic, Portuguese, Russian, Mandarin Chinese, Italian and/or German and vice versa. It is also seeking qualified interpreters who work with the same languages.

OBJECTIVES

To translate all material provided (press releases, reports, web features, blogs, internal documents, etc.) according to the agreed language combination. Deadlines will be determined prior to the start of each project and agreed via email.

To interpret during TI events according to the agreed language combination.

EXPECTED DELIVERABLES AND TIMELINE

All translations should be delivered in electronic form according to agreed deadlines. They must fulfil the following criteria, the first three points of which also apply to interpretation:

- Faithfulness to the original text or speech, including completeness
- Fluency of expression
- Appropriate subject-specific terminology in the target language
- Flawless grammar and spelling

Suitable translators may also be tasked with recreating designs of publications in translated languages using the Adobe InDesign files of original language versions.

The TI Secretariat retains the sole rights with respect to all distribution, dissemination, and publication of the deliverables.

SELECTION CRITERIA

The translation consultant should have the following qualifications:

- Ability to provide high quality translation from English into French, Spanish, Arabic, Portuguese, Russian, Mandarin Chinese, Italian and/or German and vice versa. Other language combinations may also be requested occasionally.
- Ability to respond promptly to translation requests and to provide a fast turnaround of documents.

- All translators must possess an official and recognised translator’s qualification. In addition, it is preferred that the translator is a native speaker who translates into her/his native tongue.
- At least 2 years of experience in working with international organisations and/or large NGOs.
- A point of contact with fluent oral and written English communication skills.
- Ability to guarantee complete confidentiality.

In addition, the following qualification is highly desirable:

- Ability to recreate designs of publications in translated languages using Adobe InDesign.

The interpretation consultant should have the following qualifications:

- Ability to provide high quality interpretation from English into French, Spanish, Arabic, Portuguese, Russian, Mandarin Chinese, Italian and/or German and vice versa. Other language combinations may also be requested occasionally.
- Ability to respond promptly to interpretation requests, travel to events on various continents and interpret using online platforms.
- All interpreters must possess an official and recognised interpreter’s qualification. In addition, it is preferred that the interpreter is a native speaker who interprets into their native tongue.

REMUNERATION AND COSTS

The company/translator should provide a document containing rates in euro per word for each language combination offered as part of the application. They should also provide rates in euro for recreating designs and interpreting, if applicable.

For candidates based in the EU, EEA, UK, and Switzerland

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. EU reverse charge applies. Service providers should issue invoices with zero VAT.

Consultants who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

HOW TO APPLY

The application should include the following documents in English:

- Company description and details of similar work undertaken
- List of standard remuneration rates (see above)
- Contact details of referees

Please indicate “Translation services” in the subject line of your email application. Applications should be sent in English by email to Julius Hinks at communicationsconsultancy@transparency.org by close of business of 27/06/2022.

Please note that only shortlisted applicants will be contacted.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis, and we do not discriminate based on national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age, or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

Data protection

When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions, please reach out to dataprotection@transparency.org