

## GENERAL INFORMATION

**Title of Consultancy:** Ongoing translation services

**Application Closing Date:** 28 July 2024

**Consultancy Start and End Date:** Framework agreement from August 2024 to August 2026

**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.

## OBJECTIVES

To translate all material provided (press releases, reports, web features, blogs, internal documents etc.) according to the agreed language combination.

Proofing non-English texts to ensure fluency and accuracy of expression, accuracy and consistency of information and data, and compliance with house style.

**Desirable, non-essential objective:** To interpret during TI events according to the agreed language combination.

Deadlines will be determined prior to the start of each project and agreed via email.

## 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 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 skilfully proof and line/heavy edit French, Spanish, Arabic, Portuguese, Russian, Mandarin Chinese, Italian and/or German texts.
- 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 qualifications are highly desirable:

- Ability to recreate designs of publications in translated languages using Adobe InDesign.
- 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, as **gross inclusive of taxes and other charges**, per word for each language combination offered as part of the application.

They should also provide rates in euro, as **gross inclusive of taxes and other charges**, for the following:

- proofing/line editing
- proofing/heavy editing
- recreating designs, if applicable
- interpreting, if applicable

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

## CONTACT INFORMATION

The application should include the following documents in English:

- Company description or consultant's CV 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 [communicationsconsultancy@transparency.org](mailto:communicationsconsultancy@transparency.org) by close of business of 28/07/2024.

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 on the basis of 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](mailto:dataprotection@transparency.org)*

### Guidelines for handling overhead and travel expenses

#### Overhead

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities or stationery, are included in the Consultant's professional fee, except where explicitly agreed otherwise in the contract.

#### Travel

Travel and accommodation expenses will as far as possible, and where applicable, be recovered from the institutions and companies hosting events or using the outputs provided by the Consultant.

Where such cost recovery is not possible, all travel is subject to prior approval by TI-S staff responsible for the financial management of the Project or TI Budget Line that will support the costs of travel. TI shall not issue travel advances to the Consultants. For accommodation or travel by air, rail or coach, they will instead have to contact TI-S that will make travel arrangements on the Consultant's behalf.

All travel booked by TI-S will include **travel health and accident insurance** with worldwide coverage and Economy class only; accommodation will aim to achieve best value for money up to a 4-star category.

Consultants shall be entitled to invoice TI-S **only** for local transportation and visa cost (if applicable).

Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of Consultant's business expenses.