



EU-funded Twinning Light Project: "Support to the modernization of the system for post-secondary education"  
(MK 13 IPA SO 01 15 TWL)

## Tender Specifications

1. The purpose of this tender is to secure oral interpreting (consecutive and simultaneous) services from Macedonian to English and English to Macedonian for the Educational Research Institute [Instytut Badań Edukacyjnych] in order to carry out the "Support to the modernization of the system for post-secondary education" project (Twinning Reference Number MK 13 IPA SO 01 15 TWL) within Twinning Light implemented for the Republic of Macedonia. The term of the project is from 24.08.2016 to 22.02.2017 (duration of 6 months). Consecutive and simultaneous interpreting will be carried out in the Beneficiary Country.

### 2. Subject of the translation/interpreting work

2.1. Under the agreement, the Contractor will interpret, among others during conferences, seminars, workshops and meetings. The subject of interpretation will be in the following areas:

- Vocational education,
- Qualifications frameworks,
- Post-secondary education,
- Assessment of educational needs,
- Labour market needs,
- Development of curricula.

2.2. Interpreters will be obliged to use the terminology of the field which is the subject of the meeting to be interpreted.

### 3. Types of translation

3.1. **Consecutive interpreting** from Macedonian to English and English to Macedonian during the events organised by the Contracting Authority in the Beneficiary Country in the estimated number of no more than:

- a) 23 x 8-hour interpreting sessions,
- b) 55 x 4-hour interpreting sessions,
- c) 10 x 1-hour interpreting sessions.

3.2. **Simultaneous interpreting** from Macedonian to English and English to Macedonian during the events organised by the Contracting Authority in the Beneficiary Country in the estimated number of no more than:

- a) 1 x 8-hour interpreting sessions,
- b) 3 x 4-hour interpreting sessions.

### 4. Languages

Consecutive and simultaneous interpreting: English, Macedonian.





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## 5. Equipment for simultaneous translation

Equipment for simultaneous translation will be provided by the Contracting Authority.

**The estimated number of sessions/event days requiring interpretation services is an estimate of maximum numbers. The Contracting Authority reserves the right to order a smaller number of interpretation services, as well as to change the number of interpreting services of different types, groups and modes of translation, according to its needs. However, the value of the total number of ordered services shall not exceed the value of the contract.**

## 6. Duration of the contract and service deadlines

- 6.1. The contract will be implemented successively from the date of its signing to 28 February 2017 or until the contract amount has been spent.
- 6.2. The Contracting Authority will order interpreting services from the Contractor within a minimum of 4 (four) days before the scheduled date of the event. The Contracting Authority reserves the right to cancel the order within 24 hours of the planned event. In such a case, the Contractor shall not be entitled to claim compensation or damages. However, should an order be cancelled by the Contracting Authority later than 24 hours before the scheduled event for reasons not attributable to the Contractor, the Contractor shall be entitled to claim payment of an amount equivalent to 50% of the order.
- 6.3. Events will be held in the Beneficiary Country (most of them in Skopje). The Contractor covers the costs of travel, accommodation and meals of the interpreters.

Consecutive and simultaneous interpreting will take place only during the missions of foreign experts working on the project in Macedonia. 1-3 foreign experts will participate in each mission. Each mission lasts 5 working days. There will be 26 missions in the project, and their schedule will be forwarded to the Contractor when the contract is signed. The Contracting Authority reserves the right to change the dates of the missions and will inform the Contractor of such changes within a minimum of 5 days before the planned mission.

The 1- and 4-hour sessions of consecutive interpreting as well as sessions of simultaneous interpreting will take place in the area of Skopje.

The 8-hour sessions of consecutive interpreting will take place throughout Macedonia: among others, there will be 20 visits in vocational schools (during 3 missions) and 5 promotional-informational events (during 2 missions).

## 7. Other conditions of the tender

- 7.1. The Contractor shall designate a coordinator to oversee the work. The Coordinator will act as the contact person for all matters relating to services ordered by the Contracting Authority.

