



## **Invitation to Tender: Arabic Translator for the English-Arabic translation of a Community Guidebook of Services for Refugees**

**Project Name:** STIRE

**Contact Person:** Paul Crewe

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### **1. Purpose of the Project**

In 2019, Development Perspectives as part of a consortium of European partners received funding from the European Union's Asylum, Migration and Integration Fund (AMIF) for our 'Supporting the Integration of the Resettled' project, also known as [STIRE](#). The overall goal of STIRE is to foster the integration of Third Country Nationals (TCNs) into their respective host communities in Austria, Ireland, Croatia, Italy, Romania and Slovenia by contributing to their support pre-departure and post-arrival, capacity building in the receiving communities and promoting cooperation and partnership between resettled TCNs and host communities in different ways.

### **2. About us: Development Perspectives**

Development Perspectives (DP) is an independent Development Education non-governmental organisation (NGO) and a registered charity (CHY 18555). Based in Drogheda, Co. Louth, Development Perspectives works both nationally and internationally, with the mission to contribute to lessening poverty, inequality and climate change through transformative education and active global citizenship.

### **3. Background and Rationale of the Project**

When people that go through the resettlement process (programme refugees) move into a new country and community, they are in a position of great need for accurate information and appropriate services

that can guide them to a rightful integration into their communities. One of the STIRE project objectives is to provide post-arrival support to resettled refugees to facilitate partnership and cooperation with their host communities. Based on this, each partner organisation of STIRE has compiled a community guidebook outlining for refugees relevant information and the range of services available across many areas such as housing, employment and health. As the Irish partner in STIRE, Development Perspectives were responsible for compiling the content for services available in Ireland.

#### 4. Scope

The guidebook consists of approximately 40 A5 pages of content including a table of contents and 9 sub-headings. This guidebook, which will be available in both English and Arabic, will provide refugees with important information such as available health services, educational options, cultural engagement options and others. The guidebook will assist the transition of resettled people into their new communities and support their journey towards continuing with their lives in a new context. The guidebook will be available in a print version which will be circulated at different workshops and key locations and in a digital version that will be published on [www.stire.org](http://www.stire.org). The English version of the guidebook has been developed and finalized by Development Perspectives. Therefore now we need to produce the translated version in Arabic.

##### Deliverables of the Consultancy:

- To translate the content of the guidebook from English to Arabic (approximately 5,000 words)
- To work with the guidebook designer to ensure the Arabic version is correctly formatted and fit for dissemination

#### 5. Reporting and Contract Arrangements

The contract for this work is between the chosen consultant and Development Perspectives, whose point of contact is Paul Crewe (Project Coordinator). The successful candidate will be supported by and report to Paul throughout the process.

##### Timeline

The timeframe and key milestones for this consultancy are:

- **Deadline for application: 9th March 2020**

- Decision on Tender: 11th March, 2020
- Commencement of work: 16th March, 2020
- Completion of translation: 30th March, 2020
- Completion of final designed version in Arabic: 15th April, 2020

## 6. Budget

A full budget breakdown should be provided together with the proposal. This will include all taxes that must be paid. A cost should be provided for all relevant items set out in the specification. The total fee should be inclusive of appropriate VAT and the successful tender will need to submit a Tax Clearance Certificate from the Irish Revenue Commissioners within 7 days of the offer. No contract will be awarded until a Tax Clearance Certificate is received. Price increases during the term of the contract will not be accepted. All costs must be quoted in Euro. The cost stated must be the best and full offer. Please note errors will not be corrected.

### Payment breakdown

Payments will be made upon receipt of the invoice once the work is completed.

## 7. Skills and Qualifications

### Skills & Experience

- Fluency in both English and Arabic
- Candidate must have a relevant English-Arabic translation qualification or be able to demonstrate experience of previous translation work

## 8. Award Criteria

The contract will be awarded from the qualifying tender in accordance with the award criteria set out below:

- Experience/qualifications of key personnel (40%).
- Experience of similar projects (40%).
- Price (20%).

Development Perspectives is not bound to accept the lowest tender or any tendered offered.

## 9. Tender Methodology

Please submit your CV and your tender proposal under the following headings:

1. Contact information
2. Relevant experience
3. Work plan including timeframe
4. Budget – including daily rate of consultant
5. Two references (including telephone numbers and emails)

Maximum tender document: 4 pages

Deadline for receipt of applications: 5pm on the March 6th, 2020

Commencement of work: 16th March 2020

Submit to: [paul@developmentperspectives.ie](mailto:paul@developmentperspectives.ie) with the subject line 'STIRE Guidebook Translation Tender'.

Tenders that are delivered late or incomplete will not be considered. Tenders should be received at the above email address by March 9th 2020.

## Further Information

Any questions regarding this request for tender can be directed by email to:

[paul@developmentperspectives.ie](mailto:paul@developmentperspectives.ie) or [maria@developmentperspectives.ie](mailto:maria@developmentperspectives.ie)