**Terms of Reference**

**Translation services for HACC**

1. **Background**

The European Union Anti-Corruption Initiative in Ukraine (EUACI) Phase III is the largest support program from the European Union (EU) focused on anti-corruption efforts in Ukraine. It is co-funded by the EU and implemented by the Danish Ministry of Foreign Affairs. Scheduled for the 2024-2027 period, the program includes the High Anti-Corruption Court (HACC) among its beneficiaries. Over recent years, the EUACI has been supporting HACC operations by covering translation and interpretation expenses incurred during criminal or other proceedings, in response to budget gaps of HACC. Furthermore, HACC has requested continued support for these services through 2024-2025.

1. **Objective**

The goal of this activity is to support operations of HACC with translation and interpretation services necessary for the court proceedings during **1** **June 2024 – 30 June 2025**.

1. **Scope of work**

Upon direct requests of HACC, to provide the following services:

* Identify qualified translators;
* Translate documents in criminal, civil and administrative proceedings;
* Provide oral consecutive / simultaneous interpretation in criminal, civil and administrative proceedings.
1. **Expected outputs**
* Translated documents;
* Oral interpretation.

The provided services should comply with ISO 2384-77 “Documentation. Presentation of translations” (for written translations), Professional standards of the All-Ukrainian civil society organization “Association of Translators of Ukraine” 002-2000 “Written and oral interpretation services. Common rules and demands as to the provision of services” and similar applicable standards.

The Contractor should adopt a systematic approach to translating written documents and ensure thorough proofreading of these translations to verify accuracy, particularly in numerical data.

1. **Qualifications**

The assignment requires the service of a contractor with the following minimum requirements:

* At least 5 years of experience in providing translation services.
* Pool of certified interpreters and translators working with following languages:
	+ English
	+ Bulgarian
	+ Greek
	+ Georgian
	+ Danish
	+ Hebrew
	+ Spanish
	+ Italian
	+ German
	+ Polish
	+ Russian
	+ Romanian
	+ French
	+ Czech
	+ Ukrainian
	+ Other languages upon request of HACC and preliminary approval of the EUACI, provided that the price of the services is within the average market price
1. **Timeframe**

1 June 2024 – 30 June 2025.

1. **Estimated budget**

The total budget under the contract would be **EUR 15 000**.

1. **Payment**

Payments for the services provided under the contract will be made in either monthly or bi-monthly installments, in UAH.

1. **Reporting and management**

The Contractor's performance will be evaluated based on their ability to achieve the objectives and produce the results specified in the "Scope of work" and "Expected outputs" sections of this document.

The delivery and adequate quality of all services provided must be verified by HACC. Should there be concerns about a translator's qualifications, the EUACI and HACC reserve the right to request that the Contractor's representative personally evaluate their performance (e.g., by attending a court hearing) and/or to replace the translator. If the Contractor or its subcontractors consistently deliver services of poor quality, the EUACI reserves the right to terminate the contract early.

The Contractor is required to inform EUACI when 80% of the allocated budget has been utilized.

Upon signing this contract, the Contractor agrees to maintain the confidentiality of any information or documents ("confidential information") received, discovered, or created during the execution of the contract. The Contractor commits to using this information exclusively for the purposes of fulfilling the contract and agrees not to disclose it to any third party.

1. **How to apply**

The deadline for submitting the proposals is **29 May 2024 17:00 Kyiv time**.

All interested bidders or companies should submit:

* 1-2 page description of the company with the information on the portfolio (previous contracts) for similar services;
* Financial offer outlining the fees for written/ oral interpretation (including information on any applicable limits, coefficients, or similar billing approaches) (in XLSX format)

The proposal shall include the aforementioned documents and should be submitted within the above deadline to andkhy@um.dk indicating the subject line: Translation services for HACC.

Bidding language: English.

Any clarification questions regarding the bid request should be addressed to andkhy@um.dk, not later than **27 May 2024 17:00 Kyiv time**.

1. **Evaluation**

Bids will be evaluated in accordance with the criteria provided below:

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| Company profile, including the portfolio of its previous projects | 50% |
| Financial Offer | 50% |