

**Date: 01.02.2024****Dear Messer's,****Greetings from REFORM Association****Subject: Request for Quotation for Translator/ Interpreter****General Framework:**

The Palestinian Association for Empowerment and Local Development–REFORM seeks to promote the regulatory processes in Palestine through empowering marginalised and disadvantaged groups, enhance their political participation and community activism, facilitate a balanced access for target groups through a comprehensive review of the Palestinian political system, strengthen the capabilities of youth and women, provide a reliable database for the political and administrative decision-makers in Palestine, work on the revision and development of the Palestinian human rights system and promote equal public access to it.

Thus, REFORM seeks to contract with one or more Translator/ Interpreter in accordance with the following parameters:

Please submit your offer latest by **Sunday, 11.02.2023, before 12:00 pm.**

**Needed Background:**

- Bachelors' degree in English language/Translation or languages related field. MA degree is a plus.
- At least 4 years of experience in translation and interpretation.
- Ability to translate Arabic into English and vice versa.
- Knowledge in political and social terminology.
- Knowledge in the Palestinian social and political context.
- Experience in translating political and social issues.
- Interpret session from English to Arabic and vice versa. Ability to operate virtually.
- Proven knowledge of the Palestinian context, specifically relating to youth refugee camps and area c issues, and the levels of influence.

**Purpose of Task One:**

- Provide translation " The meaning of masculinity and masculinities and their impact on the reality of violence against women in occupied Palestine "research from Arabic to English, consist of 68 pages, and 24956 words.
- Transfer the original meaning of words.
- Coordinate and keep in contact with REFROM to ensure that the translation meets its needs and to accept any changes.
- Edit and proof-read texts to accurately reflect language.
- Assure correct translation of the original documents.
- Review translated material for the accuracy of meaning and grammar.
- Ensure impartiality, and confidentiality of beneficiaries, at all times
- Undertake thorough linguistic and background research and verify terminology and references to use the most appropriate range of vocabulary and the commonly accepted political concepts.

- Font type must be Calibri with size 14
- Must be sent in two soft copies, PDF and Word.
- The interpreter's name will be published on the translated documents.
- The translated documents must be done in February.
- A payment request must be sent by the interpreter.

The translation service provider(s) shall ensure the highest level of quality and accuracy in the translated materials. This includes:

- Proofreading and editing the translated content to eliminate any linguistic errors or inconsistencies.
- Reviewing the translated content for cultural appropriateness and context relevance.
- Providing a revision process to address any potential feedback or corrections from the client.
- Translation shouldn't be literal or legal rather should give the original meaning of the context.

#### **Submission Criteria:**

Technical offer must include:

- Resume should be sent in English. (Resumes with a personal picture will not be considered).
- Relevant work samples

Interested language service providers should submit their pricing proposals based on the volume and complexity of the documents to be translated. The payment terms and methods will be negotiated upon selection of the preferred service provider.

- Financial and technical offer must be submitted in English and signed/or stamped in separate sealed envelope by hand to the following address:

*The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.*

- The financial offer should be delivered in a separate sealed envelope from the technical offer.
- Price offer should be drafted in English and submitted in **ILS** per page(A4). All taxes must be Excluded in the final price.

#### **Notes:**

- REFORM is not obliged to choose the lowest price.
- Individuals are accepted to apply.
- Individuals can submit a valid deduction on source certificate or else 10% the total payment will be deducted as income tax.
- We will be evaluating each applicant based on the following weights:

<b>Specifications</b>	<b>Score</b>
<b>Technical Offer</b> (Resume must reflect the following)	<b>70%</b>
Clear demonstration of language skills in regards to Certificates and Experience in translating documents	40%
Relevant work samples	30%
<b>Financial Offer</b>	
Price in ILS per page (250 words per Page)	<b>30%</b>

For more information, please do not hesitate to contact us on the following contact details:

Telefax: 02-2966645, Email: [mmorarr@reform.ps](mailto:mmorarr@reform.ps).

**Thank you for your kind cooperation,**

**Sincerely yours,**

**Procurement Unit**