



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER REFERENCES NO: 2026-03-087

Terms of Reference for the Provision of Linguistic Services (Interpretation, Translation, Copy Editing and Interpretation Equipment Rental)

1. Background

International IDEA (the International Institute for Democracy and Electoral Assistance) is an intergovernmental organisation dedicated to supporting sustainable democracy worldwide. The organisation works with democratic institutions and stakeholders to strengthen electoral processes, promote inclusive political participation, and enhance democratic governance.

In Ukraine, International IDEA is committed to providing technical assistance and institutional support to the Central Election Commission of Ukraine and other democratic institutions in strengthening electoral processes, institutional communication, and public outreach. In order to expand and consolidate its support to the country, International IDEA established a country office in Ukraine in 2024.

Currently, International IDEA Ukraine implements projects focused on electoral reform, parliamentary strengthening, democratic governance, and institutional capacity development. The implementation of these activities requires high-quality linguistic support to ensure effective communication with national stakeholders, international partners, and multilingual audiences.

To support the implementation of its programme activities in Ukraine and internationally, International IDEA requires professional linguistic services. These services will include interpretation (simultaneous and consecutive), written translation, copy editing and proofreading, as well as the rental and technical support of interpretation equipment (both stationary and mobile).

The services will cover Ukrainian and all European languages, as required per assignment.

2. Objectives of the Assignment

The objective of this assignment is to establish a Framework Agreement with qualified service provider(s) for the provision of professional linguistic services, including interpretation (simultaneous and consecutive), written translation, copy editing, proofreading, and interpretation equipment rental and technical support, in order to support International IDEA's activities in Ukraine and internationally.

3. Scope of Work

The selected Service Provider(s) shall deliver the following services upon request through individual Service Orders.

Any other related services that may be required by the IDEA in the future and are relevant to this procurement may be procured under Framework Contract to be concluded as an outcome of this tender based on a separate quotation.

Interpretation services shall be provided primarily in **Ukrainian** and between Ukrainian and other languages. However, depending on the event format and participants, interpretation may also be required between **other language combinations without Ukrainian**, including but not limited to: English – German, English – French, English – Spanish, English – Italian, English – Polish, English – German etc. and other languages.

Interpretation services may be delivered **on-site (offline), remotely (online), or in a hybrid format**, depending on the needs and on the specific event arrangements.

Interpretation services may be required **within Ukraine (offline/on-site)** as well as in other countries (offline/on-site). The Service Provider shall ensure availability and capacity to deliver interpretation services both in Ukraine and in other countries, as well as remotely (online) and in hybrid formats.

The Service Provider shall ensure the ability to provide qualified interpreters for any requested language pair, including relay interpretation when necessary.

Travel-related costs, where applicable, will be handled in accordance with International IDEA policies.

A) Interpretation services

Simultaneous interpretation

The Provider shall:

- Deliver professional simultaneous interpretation between Ukrainian and other languages.
- For study visits, only one interpreter may be requested when appropriate.
- Ensure interpreters have proven experience in governance, democracy, public policy, elections, rule of law, human rights, and related sectors.
- Ensure interpreters are briefed in advance and provided with all relevant materials.
- Maintain confidentiality of all information shared.

Simultaneous interpretation may be required for study visits, conferences, workshops, roundtables, trainings, official meetings, and hybrid/online events.

Consecutive interpretation

The Provider shall:

- Deliver consecutive interpretation during meetings, study visits, negotiations, press briefings and official events.
- Ensure high accuracy and preservation of tone and meaning.
- Provide whispering interpretation (chuchotage) when required.
- Provide short-notice availability when urgent assignments arise.

Written translation services

The Provider shall:

- Translate documents to/from Ukrainian and any European language as requested.

Maintain accuracy, consistency and integrity of the original text

- Ensure correct terminology usage (official/legal terminology where applicable).
- Translate all parts of the document including titles, footnotes, tables, annexes, headers and footers, and legal disclaimers.
- Preserve formatting as close as possible to the original layout.
- Deliver translations in editable Word format unless otherwise specified.

Document types may include legal texts, official correspondence, reports, regulations, tender documents, communication materials, training materials, presentations, and website content.

Rental of Interpretation Equipment

Stationary Equipment

Including but not limited to soundproof interpretation booths (ISO compliant), interpreter consoles, wireless receivers and headphones, microphones (table and wireless), transmitters, audio mixers, cabling and power supply.

The Provider shall:

- Deliver, install and dismantle equipment.
- Provide on-site technical staff during the entire event.
- Ensure backup equipment is available.
- Ensure compatibility with venue sound systems.

Mobile/Portable equipment

Including portable interpretation systems (tour guide systems), wireless microphone sets, compact transmitters and receivers.

Suitable for field visits, study tours, small meetings, and outdoor events.

The Provider shall ensure full technical testing prior to event start, on-site troubleshooting, and replacement equipment if needed.

Copy Editing and Proofreading

Copy editing and proofreading services shall be provided for texts in Ukrainian as well as in other European languages, depending on project needs.

This includes:

- copy editing of translated texts,
- proofreading of final versions,
- stylistic editing and consistency checks,
- terminology alignment,
- formatting and language quality review.

Copy editing may be requested for texts originally written in Ukrainian or in other European languages, including but not limited to English, French, German, Spanish, Italian, Polish, and others.

4. Timing and Work Plan

The Service Provider shall comply with the response time specified in each Service Order, which shall be calculated from the date of its issuance.

The Provider will report to International IDEA's Manager (or to the staff member designated by the Manager).

5. Deliverables and Reporting Requirements

The Provider will report to International IDEA's Manager (or to the staff member designated by the Manager).

6. Management and Organization

From International IDEA, a relevant Project Manager will be designated to provide relevant guidance for the achievement of the overall objective of the assignment and deliverables.

7. Monitoring and Evaluation

From International IDEA, a relevant Project Manager will be designated to provide relevant guidance for the achievement of the overall objective of the assignment and deliverables.

Annexes (to be provided)

Annex 2.2. Matrix for submitting prices/financial proposal

Annex 2.3 Documentation provided by bidder