

***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE***

***ANNEX B***

***Terms of Reference***

***tender reference no. 2021-05-002***

***Translation services***

1. **Background**

In its work in supporting sustainable democracy worldwide, International IDEA operates in many countries. Although English is the working language of International IDEA, it is at points deemed necessary to operate in the local language. Therefore, there is a need for International IDEA to have articles, communications material, documents and publications translated from/into English (UK) and any of the following languages: Arabic, Bahasa Indonesia, French (FR), Myanmar language, Nepali, Spanish (ES), Swedish, Portuguese (PT), Russian, Ukrainian and Thai.

1. **Scope of work**

The Provider will translate material related to International IDEA’s activities from one of the mentioned languages into one of the other as requested. For each specific assignment to be undertaken by the Provider under this Framework Contract, a Service Order specifying the documents to be translated and other details will be issued.

General guidelines on language style can be found in the International IDEA’s Editorial Standards (available in Arabic, French, English, Myanmar language and Spanish). The Editorial Standards are complemented by a glossary for Arabic, French and Spanish which will be provided by International IDEA. In cases of uncertainty International IDEA uses the Oxford Guide to Style.

**Working methodology**

The Provider will:

1. Upon receipt of the source file, prepare a glossary of the key terms included in the text and submit the glossary with suggested translations to International IDEA for approval ahead of the translation. *This step can be skipped if the Provider can provide a track record of translations on the topic of the publication.*
2. Translate all material maintaining the integrity of the original text. If any translation is found to be misleading or to change the meaning of the original text, the Provider will correct the text without any charge.
3. Make sure that the target language text is clearly presented. If applicable, the translated text should maintain a similar presentation of the original text in that all the parts are clearly identified, for example the grade of each subheading, which pieces of text, such as long quotations and pull outs, should be distinguished typographically from the main text, and where tables and illustrations should be placed.
4. Make sure that the translated text is complete and that all sections are translated including credit pages, copyright notices, headers, footers, disclaimers and back cover texts. Please note that titles in the reference section should be translated and added in square brackets after the original language.

International IDEA will submit the text to be translated as a PDF file, a Word file or an InDesign-file. The Provider is responsible for converting the text into a Word file if needed. The translation shall be returned as a Word-file.

1. **Timing**

The time frame for translations **from** English to any of the target will be set by both Parties on a per case basis.

The time frame for translations from any of the languages **into** English will be set by both Parties on a per case basis.

An email acknowledgement [of receipt] from the Provider to International IDEA is required once the material to be translated has been received by the Provider.

1. **Deliverables and Reporting**

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

1. **Management and Organization**

Specific needs of particular assignments will be agreed by the Provider with International IDEA’s Publications Manager. A separate Service Order will be issued ahead of each assignment.

1. **General Terms**

International IDEA’s General Terms November 2020 will specify the conditions of this contract.

1. **Length of contract**

The initial contract will valid be for three (3) years with the option of one renewal for an additional two (2) years, up to a maximum of five (5) years.

1. **Unit fee rates**

Please note that the unit fee rates are expected to remain fixed for the initial three-year contract duration, after which minor revisions can be negotiated.

1. **Invoicing**

Invoicing to be done upon delivery and approval of translated text. International IDEA will pay 30 days after receipt and approval of deliverable and corresponding invoice. The invoice should be addressed to (preferably via email):

International IDEA

Strömsborg

SE-103 34 Stockholm

Sweden

Email: [invoices@idea.int](mailto:invoices@idea.int)