To

Mr. Elena Stancheva

Str. Ilindenska No.2

1480 Gevgelija, R. Macedonia

Date:01.02.2018

**Subject: Letter of Invitation for Translation services, Project No. 2432: “Towards farms with zero carbon-, waste-, and water footprint. Roads for sustainable management strategies for Balkan agricultural sector – Balkan ROAD”**

Dear Mr. Stancheva

Macedonian Organic Producers Federation, with its headquarters in Strumica is implementing the project “Towards farms with zero carbon-, waste-, and water footprint. Roads for sustainable management strategies for Balkan agricultural sector – Balkan ROAD ” co-financed by the Cooperation Programme “Interreg V-B Balkan-Mediterranean 2014-2020”.

The project has a need for Translation services for the 2nd partners meeting that will be held in Macedonia. The translator will simultaneously translate from Macedonian to English and opposite during the secont partners meeting.

We would like to invite you to apply for Translator and provide brief description of the methodological approach. As Annex to this invitation, we are submitting you the Terms of Reference.

The sum foreseen for implementation of the activities is maximum 1.000EUR.

If you accept this invitation we would like to ask you to submit a letter of Acceptance with the proper documentation no later than 15.02.2018.

For any further question fell free to contact us at BalkanROAD@fpopm.com .

Best regards,

Goran Angelovski

Project Coordinator

**TERMS OF REFERENCE (ToR)**

**FOR TRANSLATION SERVICES**

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| **Application Type**  | Expert/ External Vacancy |
| **Job Title**  | National Individual Consultancy  |
| **Category**  | Agro-environment |
| **Duty Station**  | Not Applicable/ Home based with local travels |
| **Languages Required**  | Fluent in writing and working in Macedonian and English  |
| **Application deadline**  | 15.02.2018 |
| **Type of contract**  | Individual contract  |
| **Expected starting date**  | 01.03.2018 |
| **Duration of assignment / Overall duration** | At least 6 months  |
| **Maximum budget**  | 1.000 EUR |

1. **Project overview**

The project BalkanROARD targets to the sustainable management of soil, water, waste, air, energy and to the reduction of GHGs emissions from the Blakan agricultural sector though transnational cooperation and development and implementation of local, national and regional policies. The overall project objective is to promote technology in order to enhance the wide implementation of sustainable management strategies at farm level in terms of resources management and reduction of carbon, waste, and water footprint of Balkan agricultural products through dialogue between stakeholders and cooperation between all Balkan Med countries. He is also contributing to the development and implementation of strategies and tools to reduce the unreasonable use of resources at farm level that will be delivered as Common Balkan Protocol as well as Integration of the “Reduction, Reuse, Recycle” hierarchy at all levels of farming production lines, leading agriculture towards products with the lowest possible environmental impact and footprint.

The project BalkanROAD is developed and implemented by partners from five different countries (Greece, Macedonia, Albania, Bulgaria and Cuprys) which aim to react to the emergent needs of the Balkan agricultural sector, improve the continuously degraded agricultural environment in terms of resources and waste management and boosting Balkan economy by producing low footprint agricultural products that will further be oriented to the European and international markets as environment

friendly ones. The purpose of the project is to significantly contribute in changing farmers’ behavior as regards resources and waste management in Balkan agricultural sector.

1. **Objective and scope of the work**
	1. **Scope of the work**

The scope of this contract is to engage a translator/interpreter that will provide consecutive and simultaneous interpretation services fro translation from Macedonian and English language during the project partner meeting that will take place in Strumica, Republic of Macedonia.

* 1. **Description of responsibilities**

Under the supervision of the Project Management and direct guidance of the project assistant, the Interpreter/Translator will provide high quality interpretation and translation services in/from English-Greek - Albanian. The Interpreter/Translator should demonstrate a client-oriented approach, tact and ability to work with people of different national and cultural backgrounds. The Interpreter/Translator must ensure effective and efficient provision of services, full confidentiality in all aspects of assignment, management of information flow and follow-up on deadlines and commitments made. Following responsibilities will be assigned:

* Provide simultaneous/consecutive interpretation services(Macedonian/English) during the project partner meeting;
* Provide translation of modifications/changes/comments made by irrelevant parties during the meeting;
* Use proper terminology related with agricultural practices;
* Write short report on performed activities and outcomes.

Providing equipment for simultaneous translation is not responsibility to the translator.

1. **Outputs / Expected deliverables**
* Consecutive/simultaneous interpretation services on the project partners meeting;
* Translated materials in MS Word/Power Point files submitted during the meeting.

1. **Expertise and qualifications**

The translator must comply with the following qualifications**:**

**Education**

* University degree in English language or equivalent;

**Specific Experience**

* Minimum 2 years of professional experience in the field of simultaneous translation services;

**General Experience**

* Experience in translation of documents;
* Experience in simultaneous/consecutive translation from multiple languages .

 **Other competencies**

* Ability to establish and maintain good working relations in multicultural environments;
* Ability to adopt fast based on the partner requirements ;
* Good communication skills;
* Skills for report writing and reporting;
* Capability to appropriately handle issues designated during the meeting, related with proper translation and interpretation;
1. **Duration of the contract**

August 2018 with probability to extend depending on the project meeting date.

1. **Payment modalities**

The consultant shall be paid 100% of the translation fee upon the completion of the services.

1. **Application procedure**

Interested candidates should send their application by e-mail or by post/ hand delivery to the following address:

**Contracting authority:** Macedonian Organic Producers Federation

**Address:** Mladinska Str. 46, 2400 Strumica, R.Makedonija

**E-mail**: BalkanROAD@fpopm.com

**Contact person:** Goran Angelkovski, Project Coordinator

The application should contain the following:

* Personal CV, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
* Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how he/she will approach and complete the assignment;
* Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Please note that it is preferable to send your CVs in the EU CV template available for download at this link: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions> .The deadline for application is 15.02.2018, midnight. Only shortlisted applicants will be contacted. Note: Civil servants and other staff currently employed by public administrations of the beneficiary country (Macedonia) are not eligible to apply for this position.

Offers, including technical documentation and financial offer, must be send in a sild envelope marked with **“Offer for Translation services”** and in the upper right corner **“** **Not to be opened before the offer opening session”.**

1. **Other Information**

For any additional information please write to BalkanROAD@fpopm.com .