

Call for offers

Donau Soja is seeking for

Translation service providing German-English and English-German translations on Donau Soja related topics from the field of quality management and standard and sustainability

Closing Date: 20.05.2022

1. Background

Donau Soja

Donau Soja is an independent, international, non-profit, multi-stakeholder organisation aiming to effectively meet protein market demand and to provide a baseline for the development of high quality soya cultivation in the Danube region (www.donausoja.org). The organisation is seated in Vienna, Austria with regional offices in Novi Sad, Kiev and Chisinau.

Strategic Partnership Programme

At the beginning of 2017, Donau Soja and Austrian Development Agency (ADA) started the Strategic Partnership Programme in Moldova, Ukraine, Serbia and Bosnia and Herzegovina planned to be implemented until August 2023. The overall objective of the programme is to build sustainable, inclusive and well-functioning value chains (local, regional and international) for Non-GM soya and organic soya in Bosnia and Herzegovina, Moldova, Serbia and Ukraine.

The programme proposes measures in nine areas (components: Production and processing, Value chain development, Awareness raising and sensitization, Certification and labelling, Business environment and policy framework, International market development, Knowledge and technology management and transfer, Project development and technical assistance, General administration and programme management) planned to be implemented by Donau Soja through numerous measures and activities. All programme activities are to be implemented according to General Contract Conditions (Allgemeine Vertragsbedingungen), guidelines and requirements described in Guidelines for Visibility, considering DS and standards in international development, with special emphasis of DCED Standard (<http://www.enterprise-development.org/dced-guidance/>).

2. Context and objective of the Assignment

The general objective of this service request is to obtain a high-quality translations from German into English and also English into German that can be published and used outside the Organisation. The focus is on technical translations that relate to the Donau Soja and Europe Soya Standard and Requirements. Also, translations that are relevant in the context of quality assurance and sustainability. The Donau Soja Organisation operates across Europe and is responsible for the Europe wide implementation of the Donau Soja and Europe Soya Standards and Requirements, which were developed by the Organisation. Therefore, the Organisation depends on standardized and accurate translations in order to

be able to communicate professionally and efficiently within Europe. This contributes to the strengthening of the Organisation and its activities across Europe. Due to a deficit of expertise within the Organisation, translations have to be outsourced and cannot be performed inhouse. The translator should be familiar with the terminology used in the fields of sustainability, agriculture and plant protection.

3. The work of service provider

The work of the service provider is technical translations from German to English and from English to German and also proofreading of texts in English language.

4. Expected Output

The output of the service is professional and error-free translation from German into English and English into German of text related to the DS/ES Standard, -Requirements and -Control system from the Donau Soja Organisation.

5. Time schedule and organization

The assignment should start after the awarding date.

The service will be used at irregular intervals until the end of August 2023, depending on organisational requirements, the availability of funds and satisfactory performance of the service.

6. Reporting

The results in the form of translations from German into English or English into German or proofreading will be considered as evidence of the service provider's work. The translator will be led by the Head of Quality and Head of Standard and Sustainability. The results should be addressed to the person who placed the order for the translation. The translator will also report to this person.

7. The Requirements

Qualifications of the provider must be:

- Experience with non-profit (agriculture-related) organisations.
- Knowledge of agriculture-related terminology in order to perform translations efficiently and quickly.
- Education in the fields of ecology and agriculture or more than 10 years of professional experience in these sectors, to translate the texts in their context to the content of Donau Soja.
- Good availability and prompt as well as reliable delivery of translation orders.
- Special/favorable conditions for a not-for-profit organisation.
- Relevant education (e.g., university studies) in the languages English and German.

8. Remuneration

- The Service Provider will work under a framework agreement in the form of a written contract.
- Payment for the performed service will be made after receiving the complete translation in written form and knowledge of the amount of work.
- Payments will be done based on issued invoices and correspond to this tender offer submitted.
- Invoices have to be sent to the Vienna office to the responsible person who placed the

order for the German-English translation.

9. Selection criteria

The evaluation will be done based on following criteria:

1. Financial offer (Price/Budget) based on Annex 1: Financial offer template
2. References and experience
3. Fulfilment of the requirements defined in ToR

10. Documents to be provided

Tenders are to be sent by E-Mail to **project_admin@donausoja.org** until 20th May 2022.

The tender should include

- a financial offer based on Annex 1: Financial offer template,
- certificates of education,
- overview of previous translation work/experience and
- details of availability, payment and delivery conditions

Workforce diversity

"Donau Soja is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence."

Annex 1: Financial offer template

Item	Total cost (EUR net)	
Hourly rate		
Price for 1800 characters (1 page) or price for line;	Price for 1800 characters:	Price for line: