



Terms of Reference

Translation services for project CSOs as equal partners in monitoring public finance

1. Project background

Although CSOs in the Western Balkans already have been implementing some of the activities of monitoring of public finance and financial institutions, these activities have not been systematically conducted. Moreover, within the region the influence of CSOs in policy and decision making on public finance is poor. Therefore, CSOs recognized the growing need for systematic monitoring of public finance and financial institutions. The existing know-how in the region can be upgraded through know-how sharing and transfer among the partners and other CSO networks. In targeted countries the understanding of public finance among the wider public is rather low, hence public financing needs to be brought closer to citizens.

Key project activities are research and monitoring, advocacy, capacity building and transfer of knowledge/practices and networking in the field of the 4 specific topics:

- public debt,
- public-private partnerships,
- tax equity and
- infrastructure projects.

2. Scope of work

The contractor is required to provide:

- Accurate text translation from/to English, Bosnian, Montenegrin, Albanian, Slovenian, Bulgarian, Macedonian and Serbian. Written documents, mainly 4 analysis and policy briefs on public debt, tax justice, public-private partnerships and public infrastructure (depending on the needs of the BMPF project partner) but also reports, press releases, call for applications, promotional material, etc. produced by project partners;
- Ensure that the translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation.
- Provide accurate and timely translation to the satisfaction of EU standards.
- Observe confidentiality and refrain from divulging any information about the content of the text.
- Translation shall be done within the stipulated deadlines in the work order.
- Maximum percentage margin of errors per page should not be more than 3 errors.
- The documents translated remains the copyright of BMPF and should not be shared to any third party.



- Fees will be paid upon actual services provided and after getting the certification of the concerned Project Coordinator and based on a contract. Payments will be made via bank accounts.

3. Duration

The contract will be effective from date of signing until the termination of the project (end of 2019) – conditional upon satisfactory performance.

4. Size of final product

The deliverable consists of:

- 4 translated policy briefs per country
 - Public infrastructure 10 pages
 - Public debt 8 pages
 - Tax Justice 8 pages
 - Public-private partnerships 9 pages
- At least 2 translated national analysis per country (depending on the country)

Target audience:

Citizens, NGOs from relevant countries.

5. Submission of Proposals

Send the offer to the address of the BMPF project partner you are submitting your proposal, specifying in the subject line ‘Offer for Translation Services’.

Bosnia and Herzegovina: amra.skramoncin@ekologija.ba or emina.hasanagic@wings-of-hope.ba

Serbia: lidija.kesar@ngofractal.org or vodana@gmail.com

Macedonia bmhristovska@analyticamk.org or tmspaso@analyticamk.org

Montenegro veselin.bajceta@mans.co.me or ines.mrdovic@mans.co.me

Slovenia lidija@focus.si or ajda@enabanda.si

Bulgaria desislava@zazemiata.org or todor@zazemiata.org

Kosovo diellza.saliu@birn.eu.com or albulena.sadiku@birn.eu.com

The call will be opened 10 days.

Additional information about the project and project partners can be found on:

<http://wings-of-hope.ba/balkan-monitoring-public-finance/>