

## **Request for Proposals**

### **Translation of survey from English into Bulgarian, Greek, Polish, Portuguese, and Slovenian**

#### **1. Background**

Climate Strategies in partnership with Wise Europa are currently developing the conceptual framework for a Post Coal Futures Lab (PCFL) platform for coal regions in RIS countries<sup>1</sup>. The project is funded by a portion of the annual aggregate grant of EIT Climate-KIC (of which both Climate Strategies and WiseEuropa are partners) from the European Institute of Innovation & Technology (EIT).

To develop a conceptual framework for a PCFL that will attract relevant stakeholders and is effective, it is essential to understand the systemic blockages to successful coal transitions within these regions, and strategic intervention points. Consequently, we are currently undertaking a scoping exercise, analysing and engaging with various sectors. One of the actions we are undertaking to do this is the circulation of a survey to relevant stakeholders.

The survey will consist of up to 800 words.

#### **2. Requirements**

To realise the objectives the successful applicant will be required:

- To translate the original survey from English into Bulgarian, Greek, Polish, Portuguese, and Slovenian.

#### **3. Timeline**

The original English copy of the survey will be provided to the successful applicant on Thursday the 2<sup>nd</sup> of December 2021 and would need to be returned to Climate Strategies by no later than Thursday the 9<sup>th</sup> of December 2021.

#### **4. Profile**

The contracted individual/organisation will have the necessary translation skills and expertise, alongside documented experience of having translated documentation into each of the respective languages.

#### **5. Financial proposal**

Proposals will be reviewed with respect to the approach of delivering Best Value against the requirements. A budget has been agreed between 600 - 800 euros (inclusive of any VAT). The submitted proposal must include a financial offer that covers all costs incurred.

The payment for this contract will be paid 30 days after receipt of a suitable invoice and the final funding payment being delivered to Climate Strategies.

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<sup>1</sup> Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Italy, Malta, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Montenegro, North Macedonia, Serbia, Turkey, and Ukraine.



## 6. Documents to submit

Interested parties must submit an Expression of Interest (EoI) by 23:00 (Greenwich Mean Time) on Wednesday the 1<sup>st</sup> of December 2021, to [patrick.lg@climatestrategies.org](mailto:patrick.lg@climatestrategies.org). It must address, at the best extent possible and in maximum two (2) pages, the delivery of requirements and a financial offer.

## 7. Proposal assessment criteria

The proposals will be assessed based on following criteria:

Criteria	Weighted importance
Previous translation experience in the respective languages	65%
Financial offer	35%

## 8. Selection process

Selection of the most suitable candidate will be carried out on the 2<sup>nd</sup> of December 2021, and the winning proposal will be announced on the same day, so that the work can commence with immediate effect.