

**TERMS OF REFERENCE no.**

**Project title: Strengthening transparency and accountability for gender equality in Western Balkans and Moldova (Gender Budget Watchdog Network, Phase II)**

**PUBLIC CALL FOR TRANSLATION SERVICES: Translation of five guidebooks into following languages: Albanian, Serbian/Bosnian/Montenegrin, Macedonian and Romanian language**

<p><b>About the project:</b></p>	<p>This project follows the Gender Budget Watchdog Network (GBWN) in the Western Balkans and Moldova's previous, successful ADA and SIDA-supported project. GBWN members have developed this project based on results and lessons learned from the first phase; local circumstances including on-going critical policy processes related to EU Accession; and identified needs.</p>
<p><b>Project objective:</b></p>	<p>The overarching long-term objective of the project is to improve public commitments for gender responsive climate action and increase available financing to implement gender-responsive climate action in the Western Balkans region and Moldova.</p>
<p><b>Target groups:</b></p>	<p>The direct target group of the action is civil society organizations, members of the Gender budget watchdog network and beyond. Specifically, the action is focusing on:</p> <ol style="list-style-type: none"> <li>1. <b>Women's rights organizations</b></li> <li>2. <b>Men's organizations</b></li> <li>3. <b>CSOs working on environment protection and climate change</b></li> <li>4. <b>CSOs working on implementation of UN Convention 1325.</b></li> </ol>
<p><b>Place:</b></p>	<p>Country / Region: Western Balkans and Moldova (ENP), <i>Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, Moldova, and Serbia</i></p>
<p><b>Results and Activities:</b></p>	
<p><b>Output</b></p>	<p>GBWN is institutionalized as a resource hub for CSOs on GRB</p>
<p><b>Activities</b></p>	<p>Translation of five guidebooks as additional reading materials for GRB Tools</p>
<p><b>Scope of work:</b></p>	<p>A) The GBWN will hire one qualified translator or translation agency to translate five guidebooks from English to Albanian, Serbian/Bosnian/Montenegrin, Macedonian and Romanian language, each guidebook is around 30 pages of length as follows:</p> <ul style="list-style-type: none"> <li>• Guidebook on Gender Impact Assessments for Budgets</li> <li>• Guidebook for gender budget watchdogging in climate change financing</li> <li>• Guidebook on advocacy and lobbying for GRB and Climate Change</li> <li>• Guidebook on Gender Budget Analysis</li> <li>• Guidebook on Gender cost benefit/cost effectiveness assessment</li> </ul> <p>B) Provide a draft translation for review and feedback.</p>

	<p>C) Revise and finalize the translation based on feedback received.</p> <p><i>In order to minimize possible negative ecological consequences of the intervention material will not be printed but shared online.</i></p>
<p><b>Qualifications of translator or translation agency</b></p>	<p><i>Required experience:</i></p> <ul style="list-style-type: none"> <li>- Proven experience in translating similar types of content.</li> <li>- Proficiency in both the source and target languages.</li> <li>- Familiarity with the subject matter of the guidebooks (if applicable).</li> </ul> <p><i>Quality Assurance:</i></p> <p>The translator/agency is responsible for ensuring the accuracy, clarity, and cultural appropriateness of the translations. A review process will be implemented to address any concerns and provide feedback.</p> <p><i>Confidentiality:</i></p> <p>All information contained in the guidebooks is considered confidential, and the translator/agency is expected to maintain strict confidentiality throughout the translation process.</p> <p><i>Payments will be made upon receipt and approval of the final translations</i></p>
<p><b>Time frame</b></p>	<p><b>The translation is expected to be completed within 25.12.2023-20.01.2024</b>, with regular updates and opportunities for feedback during the process.</p> <p>The final translations of the guidebook should be delivered not later than 20<sup>th</sup> January 2024</p>
<p><b>The proposal</b></p>	<ul style="list-style-type: none"> <li>- Interested parties should submit their proposals, including a portfolio of relevant work and references.</li> <li>- Financial offer in EUR per page (the price should be expressed in NET, since the project is exempt from VAT)</li> </ul>
<p><b>Deadline for submitting the offer:</b></p>	<p>The deadline for submitting the offers: <b><u>December 22<sup>nd</sup>, 2023, 17:00h</u></b></p> <p>Send the offers as follows:          Albanian language: <a href="mailto:besjana.hysa@gmail.com">besjana.hysa@gmail.com</a>          Serbian/Bosnian/Montenegrin language: <a href="mailto:dr.sreckov@gmail.com">dr.sreckov@gmail.com</a>          Macedonian language: <a href="mailto:varoshlija@crpm.org.mk">varoshlija@crpm.org.mk</a>          Romanian language: <a href="mailto:agribincea@khs.org">agribincea@khs.org</a></p>