



Terre des hommes

Helping children worldwide.

Call for remote simultaneous interpreting services for the i-RESTORE project – for Romanian and English speakers

- Start date** 21 May 2021
Contract 2 working days, between May and October 2021
Location Remote – Service Agreement with the Tdh Switzerland in Bucharest, Romania
Eligibility Contractor status, able to issue invoices with tax registration in Europe
Deadline to apply 10 May 2021 (*recruitment is on-going until the consultancy is filled*)

ABOUT TERRE DES HOMMES

Terre des hommes (Tdh) is the leading Swiss organisation for children's aid. Since 1960, Tdh has helped build a better future for vulnerable children and their communities, making an impact with innovative and sustainable solutions. Active in around 40 countries, Tdh works with its own teams and/or local and international partners to develop and implement field projects which significantly improved the daily lives of over four million children and members of their communities in 2019, in the domains of health, protection and emergency relief.

Through our Access to Justice programme, we encourage states in Europe to provide effective access to justice for children in contact with the law. We support the implementation of non-custodial measures for children and of stronger procedural safeguards. With our partners, we promote the use of restorative justice processes in cases involving children, either as victims or suspects/offenders. Through innovative methodologies, we engage with children to ensure that we understand their views. At regional level, we facilitate the sharing of best practices and learning, awareness-raising and advocacy for child-friendly justice. We also support the creation of the [Barnahus](#) multi-disciplinary service that provides care for child victims and witnesses of violence and abuse.

ABOUT i-RESTORE

Tdh Regional Office in Hungary is leading the project "[i-RESTORE - Better Protecting Child Victims Rights through Restorative Justice](#)" (September 2019 until August 2021). The project's main objective is to promote the use of Restorative Justice in cases involving child victims by improving knowledge amongst national stakeholders on child-victim friendly Restorative Justice and empowering children to advocate for better protection of child victims.

OBJECTIVE OF THE CONSULTANCY

Terre des hommes needs to **have remote simultaneous interpreting (RSI) services that are adapted to the new reality of virtual and hybrid multilingual meetings for the i-RESTORE project**. These RSI services will be provided through various videoconferencing platforms. These events will count on the participation of justice professionals and children from various countries.

The consultancy has the following **specific objectives**:

- RSI from Romanian to English and from English to Romanian on the i-RESTORE 1st Regional Advocacy Event, scheduled to take place in May 2021, for a half-day
- RSI from Romanina to English and from English to Romanian on the i-RESTORE Virtual Study Visit for the Child Advisory Boards, scheduled to take place in June 2021 for a half-day
- RSI from Romanian to English and from English to Romanian on the i-RESTORE 2nd Regional Advocacy Event, scheduled to take place in July 2021, for a half-day
- RSI from Romanian to English and from English to Romanian on the i-RESTORE Closing Conference, scheduled to take place in October 2021, for a half-day

The Contractor will work under the supervision of the Regional Project Coordinator of i-RESTORE. The Contractor will integrate a team of interpreters to provide simultaneous language interpretation in English, Albanian, Greek, and Romanian.

EXPECTED DELIVERABLES

The expected deliverables are the following:

	Deliverable	Date	Duration
1.	RSI from Romanian to English, and from English to Romanian, on the 1st Regional Advocacy Event <ul style="list-style-type: none"> • Simultaneous language interpretation in Romanian and English 	21 May 2021	0,5 day
2.	RSI from Romanian to English, and from English to Romanian, on the Virtual Study Visit for the Child Advisory Boards <ul style="list-style-type: none"> • Simultaneous language interpretation in Romanian and English 	June 2021 (to be confirmed)	0,5 day
3.	RSI from Romanian to English, and from English to Romanian, on the 2nd Regional Advocacy Event <ul style="list-style-type: none"> • Simultaneous language interpretation in Romanian and English 	July 2021 (to be confirmed)	0,5 day
4.	RSI from Romanian to English, and from English to Romanian, on the Closing Conference <ul style="list-style-type: none"> • Simultaneous language interpretation in Romanian and English 	October 2021 (to be confirmed)	0,5 day

All dates might be slightly adjusted upon agreement between Tdh Romania and the Contractor. These events will take place on Zoom, Microsoft Teams and/or on the [Virbela platform](#). The Contractor will receive the events' agendas and a short summary of the main events' topic at least with one week's notice. For the events taking place on the Virbela platform, the Contractor will be asked to attend a 2h test session prior to the event.

CONTRACTOR PROFILE

Candidates can apply as:

- a) An individual service provider, able to issue invoices with tax registration in Europe;
- b) An agency/a company, able to issue invoices with tax registration in Europe.

Candidates should have:

- At least 3 years' experience working with remote simultaneous interpretation services
- Excellent language skills in Romanian and English, preferable with official certification
- Experience working in the Europe region
- Ability to uphold high standards under pressure and with tight deadlines
- Flexibility, availability, and adaptability
- Access to hardware that meets quality requirements (headsets, microphone, and computer) and having access to high-speed internet cable connection (10 Mbps download/ 4 Mbps upload and higher)

BUDGET AND RESSOURCES

The candidates are required to submit a financial offer, clearly indicating the **total costs for this assignment, based on a half-day rate**. The candidates should also indicate **overrun time limits and costs**. Prices should be expressed in EUR, based on a total amount of no more than 2 full working days required to carry out the service. Prices should be **inclusive of all expenses**, charges, taxes incurred by the Contractor in fulfilment of its obligations.

Tdh will be responsible for VAT payment in Romania, any other taxes will be paid by the Contractor.

The payment will be issued in four instalments, 10 days after the conclusion of each deliverable.

TO APPLY

Qualified applicants are requested to submit:

1. **An updated CV (if you wish to apply as a company, please submit the CV of the person(s) in charge)**
2. **A Cover Letter (if you wish to apply as a company, please submit a short description of the company)**
3. **At least one sample of a similar previous work (recording or any other proof of delivery)**
4. **A Financial offer**

Please send the complete documents package to: **dumitrita.bologan@tdh.ch** and **marius.cernusca@tdh.ch**
Please include "i-RESTORE Remote Simultaneous Interpretation Romania, your name and surname/name of your company" in the subject line of the application email.

Incomplete applications will not be taken into consideration.

Applications will be analyzed by three evaluators and final scores will be given, using the following criteria and ratio: 70% for quality of the proposal (proven skills, proven experience and quality of samples) and 30% as the financial offer (overall cost and cost-effectiveness).

Child Safeguarding Policy: To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

Gender & Diversity Policy: To commit to respect Tdh Gender & Diversity Policy.

Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.
