



ICRC

**REQUEST FOR EXPRESSION OF INTEREST
INDIVIDUAL TRANSLATION PROVIDERS (FREELANCERS)**

Date: 01.02.2020

Closing Date and time: 14.02.2020 at 09h00 am (Tehran time)

Please acknowledge receipt of this REI by teh_tender_services@icrc.org

1. Context

The International Committee of the Red Cross (ICRC) is an independent, neutral organization ensuring humanitarian protection and assistance for victims of war and other situations of violence.

Within the framework of its Communication Department Strategies in the Islamic Republic of Iran, the ICRC is seeking to develop a roster of **freelance translators** to assist with the translation of documents from English to Persian (Farsi) and/ or vice versa. Successful candidates will be placed on a roster and their services will be requested on a remote basis according to the requirements of the ICRC delegation.

2. Scope of Work:

The ICRC will use the services of the selected candidates towards the fulfilment of the following:

- Providing quality translation of a range of documents related to the ICRC's work from English to Persian and vice versa.
- Documents to be translated shall be related, but not limited, to project documents, reports, proposals, video scripts, press releases, legal papers and communication materials, etc.
- Submitting translations by respecting deadline, style of the text and use of appropriate equivalent technical terms, requiring very little or no revision.

3. Required qualifications and competencies

- University degree in English translation, or a related field, or equivalent qualification;
- Minimum 5 years of professional experience as a translator/ interpreter/ editor;
- Excellent translating and writing skills in Persian and English, with high standard of accuracy;
- Good grasp of subject matter and ability to use all sources of references, consultations and information relevant to text at hand;

- Ability to work reliably, independently and effectively, including under pressure, and to meet agreed deadlines;
- Ability to work in a team and to communicate effectively;
- Computer literacy and good knowledge of relevant software and ability to type in both Persian and English;
- Previous working experience with international or humanitarian organization is an advantage.

4. PRICE

The vendors shall be paid for services effectively provided based on the ICRC defined rates and considering institutional and international standards.

4.1. PAYMENT AND DEPOSIT TERMS

The Payment shall be subject to quality acceptance by the ICRC in-house specialist and will be done by bank transfer or by bank check within 14 working days from the date of Acceptance.

5. DEADLINES

For each assignment, vendor and ICRC in-house specialist shall agree on duration and complete date of the service to be provided.

6. GENERAL CONDITIONS

All conditions not mentioned herein shall be governed by the ICRC General Conditions Contracts for Work.

Acceptance of the contract entails the waiving by the Contractor of its General Conditions of Sales.

7. ARBITRATION

This document is subject to arbitration exclusively, according to the ICRC General Conditions.

8. QUALITY INSPECTION AND ACCEPTANCE

The vendor will be responsible for the quantity delivered according to the agreed Scope of Work.

The vendor shall work with the Logistics Representative as their interface for administrative matters and with Language Specialist for technical-related issues such as queries, terminology, harmonization, advice, etc.

9. Application process

All interested applicants should submit (i) a letter of interest, (ii) a résumé, and (iii) a letter of recommendation to the following email address: teh_tender_services@icrc.org (On the subject line of your email, please enter: Freelance Translator);

All submissions must be sent before the closing date of 14.02.2021 at 09:00 am.

We regret that only short-listed candidates will be contacted for further process.

Candidates under serious consideration may be invited to complete a test.

Contracts will be offered subject to ICRC needs and only for the required period(s).