



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

REQUEST FOR PRICE QUOTATION (RFPQ)

Services of an Individual Translator (Arabic to English and/or English to Arabic)

REFERENCE CODE: APLA/GIZ-2022-02

Issue Date: 7 June 2022.

1. CONTACT PERSON AT APLA	
NAME:	Nadine Nakhleh
FUNCTION:	Communication Coordinator
ADRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+972 2 2960712 & +972 2 2960713
Mobile:	+972 597250666
E-MAIL:	n.nakhleh@apla.ps

2. OBJECTIVE OF THE REQUEST

APLA's background:

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

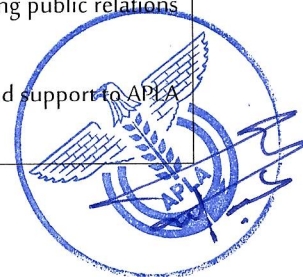
APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union and has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA

Project Brief:

The Local Governance Reform Program of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ-LGRPII) is a program that aims to enhance the local government unit's performance, through capacity development and introduction of new tools, solutions, and methodologies, or further developing the current ones, eventually this will enhance the service delivery at the LGUs. For this endeavor, LGRP continues to further support the implementation of the strategic plan and the organizational development measures for the Association of the Palestinian Local Authorities (APLA).

Within this context, APLA has initiated a process which aims to strengthen the institutional and operational capacities of APLA, where APLA is supporting its members (LGUs) to better serve the citizens, through various means including public relations and awareness raising activities.

Additionally, GIZ - Local Governance Reform Program (LGRPII) has been providing technical assistance and support to APLA throughout its different phases.





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Context

One of the main goals of APLA is to strengthen the institutional and operational capacities of APLA, and keeps working on design, promote, carry out campaigns and publish materials regarding its work, achievements, programs, activities, and on-going projects.

To this end, APLA is keen for contracting a qualified professional Individual Translator who has the needed experience and skills to carry out this assignment (translate texts and documents from Arabic to English and/or English to Arabic).

The Main Objective of The Assignment:

To increase APLA's visibility for the members and other stakeholders, and promoting APLA's activities, raising awareness about APLA's efforts, and increasing the engagement of different stakeholders with APLA, this Assignment will mainly increase the engagement of the members with the association and their knowledge about APLA's roles and mandates. The needed translations will help APLA to present the achievements and strategic goals -among many other targets- to the members "LGUs" and all other stakeholders including partners and donors. These translations will cover all press releases, annual report, publications, and any others to better communicate with other institutions or partners.

Under the guidance and supervision of APLA, and in full cooperation with APLA's Communication Coordinator, APLA is seeking to get the services of a professional **Individual Translator (Arabic to English and/or English to Arabic)** to be responsible for all needed translations Arabic to English and/or English to Arabic concerning APLA annual report, publications, press releases, or any others.

Main tasks and responsibilities are as attached in Terms of Reference, Annex (1).

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Mon. 20 June 2022.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(FINANCIAL OFFER AND OTHER REQUESTED DOCUMENTS HAVE TO BE SUBMITTED IN ONE SEALED ENVELOPE IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer. 3- Filled & Signed RFPQ (Sign all papers). 4- Expert CV including experiences and similar previous assignments.
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

4. TECHNICAL SPECIFICATIONS:

Selections and Awarding Criteria

The Translator has to submit the followings:

1. Personal CV highlighting the qualifications and relevant experience in similar service.





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2. At least 10 years of a proven practical experience in relevant field.
3. Knowledge about public and / or Local Government sector will be an asset.

Awarding criteria

The selection of the translator will be based on both qualifications and financial evaluation:

4. Qualifications Evaluation 50%
5. Financial Evaluation 50%

The translator has to take the following points in to consideration:

1. Payments: The translator will be remunerated according to the output (number of accepted translated pages). Output does not exceed the total specified in this TOR and a filled payment request reflecting that input.
2. The translator will be paid only one payment for the total assignment upon the completion of the work in line with providing all supporting documents
3. The approved outputs will be considered "deliverables" upon the approval of APLA
4. The duration for the contract ends by 31/10/2022 and starting from the date of signing the contract agreement.
5. One cost item is requested to be filled. The translator shall fill the price for (cost per page and total cost), and the total price will be paid depending on the final total of the number of translated pages.
6. Filled price offer should be in Shekel currency (ILS).
7. Income Tax for Individual Translator: Income sourced taxes will be deducted from the gross amount and forwarded to the tax authority according to the applicable laws. The gross amount shall be subject to any further deductions according to Palestinian Law and the Translator hereby irrevocably authorizes APLA to deduct any such taxes and remit same to the relevant authorities.

5. DELIVERY/ PERFORMANCE ADDRESS

ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفد - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Lina Abu Obaid.
	FUNCTION: Administrative Assistant.
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424.
	E- MAIL: info@apla.ps

6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission of bids: 3:00 PM., Mon. 20 June, 2022

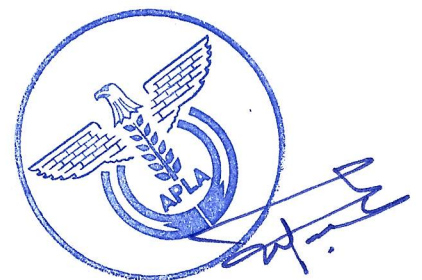




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7. IDENTIFICATION OF THE TRANSLATOR	
Last name, first name (Signature)	
Telephone number and Fax number	
E- Mail address	
Account number of Payment PLEASE, attach full Bank Info for Shekel Iban Number under the name of Expert as stated at the Bank:	





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Translator Declaration:

By submitting this Price Offer, The Translator declares renouncing his own (sales) conditions and commits to performing this order in accordance with the provisions of the specific requested purchase conditions attached within ToR and for the price offered.

Price quotations will be in Shekel (ILS).

In accordance with the specific conditions attached to this document, applicable law for this contract/ assignment is the Palestinian Law.

Certified true and sincere,
Signature of the Vendor

Date: / /2022.

FAO

Diana Jadallah

EXECUTIVE DIRECTOR

Abdallah Anati



Annex 1: TOR

Services of an Individual Translator (Arabic to English and/or English to Arabic)

Reference Code: APLA/GIZ-2022-02

1. Background

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union and has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA

The Local Governance Reform Program of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ-LGRPII) is a program that aims to enhance the local government unit's performance, through capacity development and introduction of new tools, solutions, and methodologies, or further developing the current ones, eventually this will enhance the service delivery at the LGUs. For this endeavor, LGRP continues to further support the implementation of the strategic plan and the organizational development measures for the Association of the Palestinian Local Authorities (APLA).

Within this context, APLA has initiated a process which aims to strengthen the institutional and operational capacities of APLA, where APLA is supporting its members (LGUs) to better serve the citizens, through various means including public relations and awareness raising activities. Additionally, GIZ - Local Governance Reform Program (LGRPII) has been providing technical assistance and support to APLA throughout its different phases.

To this end, APLA is keen for contracting a qualified professional **Individual Translator** who has the needed experience and skills to carry out this assignment (translate texts and documents from Arabic to English and/or English to Arabic).

2. Main Objectives of the assignment:

To increase APLA's visibility for the members and other stakeholders, and promoting APLA's activities, raising awareness about APLA's efforts, and increasing the engagement of different stakeholders with APLA, this assignment will mainly increase the engagement of the members with the association and their knowledge about APLA's roles and mandates.

The assignment aims basically to translate APLA's publications including the annual report from Arabic to English, and also includes translation (English to Arabic and/or Arabic to English) of any other needed translations related to APLA work such as the publications, press releases, lettering, or media translations, with taking into consideration the following outputs:

- Increasing APLA's visibility for the members & other stakeholders in translated material
- Attracting new networks and partners.
- Promoting APLA's activities.
- Tracking the Association's progress across the years.





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- Documentation of APLA's achievements.

3. Language:

All deliverables (Translations) should be submitted in the requested languages only: **Arabic to English and/or English to Arabic.**

4. Timeframe

APLA shall hire the translator to finalize the needed translations and targets as requested up to 31/10/2022, starting from the date of signing the contract agreement between APLA and the translator.

5. Scoop of Services

To proceed with the process, APLA invites a professional **Individual Translator** to submit his offer in Shekel currency based on the tasks and outcomes mentioned below:

Task	Description
Task 1: Translation of APLA's Annual Report (Arabic to English)	Translation (Arabic to English) of the Annual Report including an initial draft to be approved by APLA and the final version. Each 250 words in output will be accounted as one page.
Task 2: Other Translations (Arabic to English and/or English to Arabic)	Translation (Arabic to English and/or English to Arabic) of APLA's publications, letters, press releases and project documents. Each 250 words in output will be accounted as one page.

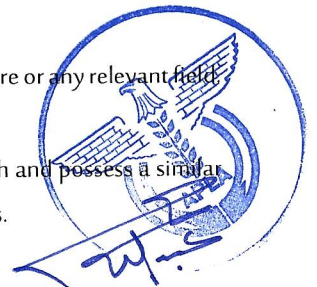
6. Deliverables

Task	Deliverable	Due Date
Task One	Deliverable #1: Translated Annual Report (Arabic to English) - Final version.	31 Aug 2022
Task Two	Deliverable #2: Translated APLA's publications, letters, press releases and project documents (Arabic to English and/or English to Arabic).	31 Oct 2022

7. Minimum Qualifications of the Translator:

The translator should have the following minimum requirements:

- Possess minimum a bachelor's degree in either Translation / languages and literature / English literature or any relevant field. Master's degree will be considered an advantage.
- Have a minimum of Ten (10) years' experience in the field of translation between Arabic and English and possess a similar experience in similar fields; reports translations, lettering translations and media or press translations.





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- Knowledge about public and / or Local Government sector will be an asset.
- Have excellent written and spoken knowledge of English and Arabic languages.
- Be experienced in working with Palestinian governments or donors or civil societies and media.
- Committed and meet deadlines

8. Other Terms / Conditions (Please, Read Carefully)

- The translator will be remunerated upon the delivery and acceptance of all “deliverables”.
- The translator will be paid only one payment for the total assignment upon the completion of the work in line with providing all supporting documents
- The ‘outputs’ of the assignment will be considered as “deliverables” upon the approval by APLA.
- The translator shall ensure close cooperation and coordination with APLA.
- There will be **NO** extra compensation for any extra efforts than the demanded ones.
- The Translator should submit Annex 2 of this document (filled and signed) in the sealed offer envelope with the bidding documents.
- Any other costs required in implementing the assignment is the responsibility of the winning translator.
- All submitted documents should be signed by the applicant.

9. Documents to be submitted (One envelope):

- 1- ANNEX (1): Signed Term of Reference (ToR).
- 2- ANNEX (2): Financial Offer.
- 3- Filled & Signed RFPQ (Sign all papers).
- 4- Translator / Expert CV including experiences and similar previous works





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ANNEX 2: FINANCIAL OFFER

“Please note to fill the unit price, total price and total in words for each requested item”:

Description/ Activity	Unit	Quantity	Unit Price Per Page (ILS)	Total Price (ILS)
1- Translated pages (Arabic to English and/or English to Arabic) of APLA annual report and APLA's publications, letters, press releases and project documents. Each (250) words of accepted translations are considered one page upon the approval of APLA.	Translated Page	290		
Total amount in letters for item (1):				
GRAND TOTAL (Shekel) in Numbers				
GRAND TOTAL (Shekel) in Words				

Signature of the Vendor

Date: / /2022.

