**Terms of reference for:**

Translation and interpretation services on the project „Pathways to Career Development (PCD): Preparing Albanian and Montenegrin Youth for Career Opportunities in the Tourism Sector” (CFCU/MNE164/03) / predmet: poziv za podnošenje ponuda za usluge pismenog i usmenog prevodjenja u okviru projekta „Putevi razvoja karijere: Priprema mladih u Albaniji i Crnoj Gori za mogućnosti karijere u turističkom sektoru“ (CFCU/MNE164/03)

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| Service title | Translation and interpretation services on the project „Pathways to Career Development (PCD): Preparing Albanian and Montenegrin Youth for Career Opportunities in the Tourism Sector”  Usluge pismenog i usmenog prevodjenja u okviru projekta „Putevi razvoja karijere: Priprema mladih u Albaniji i Crnoj Gori za mogućnosti karijere u turističkom sektoru“ |
| Location/Country | Montenegro/Crna Gora |
| Organization | New Horizon NGO |
| Department | Youth program |
| Time frame duration | February 2021 – September 2022 |
| Contract start date | February 25th, 2021 |
| Deadline for submission of bids | February 19th, 2021; 17:00 |

**Background information**

New Horizon (NH) is a non-governmental organization founded in 1999 in Ulcinj, Montenegro. NH aims at increasing citizens’ participation in local processes and beyond, thus contributing to development of democracy and enhancement of good governance, through education and integration programs.

NH works on several areas: Women and Youth Program; Good Governance; Inter-Ethnic Dialogue and Civil Society Strengthening.

NH has the role of a Resource Centre for Civil Society Organizations in the local community, but also a "mediator" between local government and state institutions with local NGOs.

New Horizon plays the role of the Resource Center for strengthening the capacities of CSOs in 2 coastal municipalities of Montenegro: Ulcinj and Bar. NH played an important role in drafting public policies of the Ulcinj Municipality, compiling 3 municipal action plans: Local Action Plan for Children, Local Youth Action Plan and the Local Plan for Fighting Addiction Diseases.

NH is working to strengthen the capacities of CSOs and local media in advocating public administration reform at the local level; to promote youth leadership and to strengthen inter-cultural dialogue among youth population.

New Horizon NGO conducts all its activities on a bilingual basis - Montenegrin and Albanian

NOVI HORIZONT (NH) je osnovan 6. septembra 1999. godine sa sjedištem u Ulcinju, odmah nakon što je Crna Gora dobila svoj prvi Zakon o nevladinim organizacijama.

Ova organizacija aktivno djeluje u oblasti jačanja lokalne demokratije i razvoju građanskog društva u jednoj maloj i specifičnoj zajednici tokom dvije decenije.

NH se zalaže za veći uticaj građana, posebno mladih u procesima kreiranja i donošenja odluka na lokalnom nivou vlasti. Svoja znanja i iskustva dijeli sa drugima i prihvata nova u procesu izgradnje građanskog društva.

Projekti NVO ‘Novi Horizont’ usmjereni su na ohrabrivanje mladih za učešće u procesu izrade javnih lokalnih politika, jačanje interkulturalnog dijaloga i preuzimanje odgovornosti u planiranju i razvoju zajednice

NH već nekoliko godina ima funkciju Lokalnog resursnog centra za OCD u lokalnoj zajednici, ali i predstavlja dobru sponu lokalnih vlasti i državnih institucija sa lokalnim organizacijama civilnog društva.

Novi Horizont sve svoje aktivnosti sprovodi na dvojezičnoj osnovi – crnogorskom i albanskom jeziku.

Purpose of the service and the responsibility of the Contracted Experts

* Translation of relevant documents from Albanian into Montenegrin and vice-versa, as required by the Contracting Authority / pismeni prevod relevantnih dokumenata sa albanskog na crnogorski i obrnuto, u skladu sa zahtjevom Ugovornog tijela
* Interpretation from Albanian into Montenegrin and vice-versa, as required by the Contracting Authority / usmeni prijevod sa albanskog na crnogorski jezik i obrnuto, na različitim projektnim sastancima i događajima, po zahtjevu Ugovornog tijela

Deliverables / Rezultati

* All documents (promotional materials, curricula, local plan, curricula for complementary course, visibility and promotional materials) are available at both Albanian and Montenegrin / sva dokumenta (promotivni materijal, kirikulum, lokalni plan, kurikulum za komplementarne kurseve, promo materijal za vidljivost) su dostupna na albanskom i crnogorskom jeziku,
* Meetings and events with presence of guests held in Montenegrin and Albanian languages / sastanci i događaji uz prisustvo gostiju su održani na crnogorskom i albanskom jeziku

Experts profile / Profil stručnjaka

He/she shall / On/ona:

* Possess at least B.Sc. degree / poseduje univerzitetsku diplomu studija;
* Have a minimum of one (1) year of relevant working experience / poseduje minimum jednu (1) godinu relevantnog radnog iskustva;
* Have demonstrated experience in translating documents from Albanian to Montenegrin and vice-versa / poseduje dokazano iskustvo u prevodu dokumenata sa albanskog na crnogorski i obrnuto;

Documents required for submission / Dokumentacija koja se podnosi

* CVs of expert(s) proposed in line with TOR / CV-jeve predloženog/ih stručnjaka u skladu sa Opisom zadatka
* Filled in budget in line with TOR / Budžet popunjen u skladu sa Opisom zadatka
* Copy of VAT Certificate or Company Registration or Copy of the Identification card or Passport (last two options in case of tenders submitted by individual professionals)/ Kopija rešenja o PDV registraciji ili akta o registraciji kompanije ili kopija lične karte ili pasoša (poslednje dve opcije važe u slučaju da ponude podnose fizička lica)
* Tenderer's declaration/ Izjava ponuđača
* Proposed Price List, as per the attached template /

Selection process / Proces odabira

The proposals received will be evaluated according to the following criteria / Sve ponude će biti ocijenjivane na osnovu sljedećih kriterijuma:

* Technical part / tehnički dio (80%)
* Pricing / cijena (20%)

Ugovor će biti potpisan sa najboljim ponuđačem, koji ispunjava tehničke uslove na osnovu konkursa i nudi najpovoljniju cijenu.

Za ocijenjivanje ponuda će se koristiti donja formula za kombinovano tehničko i finansijsko ocijenjivanje.

Najniža finansijska ponuda (Fm) daje maksimalni finansijski rezultat (Sf) od 100 bodova. Za obračun finansijskih rezultata (Sf) svih ponuda koristiće se formula kako slijedi:

Sf =100 x Fm/F, u kojoj je “Sf” maksimalni finansijski rezultat, “Fm” je najniža ponuđena cijena i “F” je ponuđena cijena ponude za koju se radi obračun.

Odnos tehničke (T) i finansijske (P) ponude je prikazan u nastavku:

T=80 bodova, i

P= 20 bodova

Ponude se rangiraju na osnovu rezultata kombinovane tehničke (St) i finansijske (Sf) ponude, koristeći odnos (T= broj bodova dodijeljen tehničkoj ponudi, P= broj bodova dodijeljen finansijskoj ponudi; T+P=1), kako slijedi: S=StxT%+SfxP%

Samo ponuđači koji prođu proces predkavalifikacije tehničke i administrativne evaluacije biće podvrgnuti ocijenjivanju finansijske ponude.

Bid submission end Date & Time / Vrijeme i mjesto podnošenja ponude

The deadline for submission of applications is **19 February 2021, Hrs. 17:00**. Applications should be sent by e-mail to the following address / Ponude se dostavljaju na na e-mail, do dana **19.02.2021. god. do 17:00 časova**, sa naznakom “**Ponuda: CFCU/MNE/164/03 – prevodilačke usluge**”

[**nvohorizonti@t-com.me**](mailto:nvohorizonti@t-com.me)

**NOTE:** The Financial offer must be in PDF / Finansijska ponuda mora biti u PDF-u.

**\*\*\*Notes related to World Vision Albania** Safeguarding behaviour protocols**:**

All people working for World Vision Albania and Kosovo, or visiting its programme’s are obliged to sign its Safeguarding behaviour protocols. This policy aims to create a child-safe organizational environment and is based on the principles of the UN CRC and its protocols.

**Important note: The contract will be awarded to the winner upon submission of official documents that certify that the full team of the project – including field team – complies with the Safeguarding behavior protocols rules and procedures. The selected applicant will be informed about the required documents before finalization of the contract.**

***Principles of Safeguarding behavior protocols involve briefly but are not limited to:***

* Treat children with respect and dignity
* Listen to children views and opinions
* Inform children parents/legal guardian/s and take a written consent before any interaction with children (this involves special written permission when it comes to photographs/videos)
* Be sensitive to the child age and maturity, cultural background and local social and family norms and respect them
* Dress in culturally appropriate way.
* Always be in the company of another adult (preferably parent/legal guardian or teacher) when meeting a child
* All visitors to WV projects must be in accompany of WV’s staff.
* Do not abuse with children (sexual, emotional, psychological and physical abuse).

*\*Please note that World Vision Albania and Kosovo personnel and visitors are expected to report any suspicions of child abuse to the National Director immediately. WV has policy and procedures that respond to accusations, which allows for a process that respects all involved. World Vision Kosovo holds the position that adults are always responsible for their behavior with a child, even if a child is acting seductively.*