



**“MYSEA - Mediterranean Youth, NEETs and women advancing Skills,
Employment and Awareness in the blue and green economy”**

Ref. No.: B_A.3.1_0115

Tender for External Services

Description: Translation Services

Tender No.: 11

Contracting Organization:

Lebanese Development Network - LDN



The “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), implemented and funded within the ENI CBC Mediterranean Sea Basin Programme, is launching a call for an External Expert (Sub-contacted Services) under the following Terms of References (ToR):

Lebanese Development Network (LDN)

| | |
|--------------------------|--|
| Name of the Organisation | Lebanese Development Network - LDN |
| Postal Address | |
| City - Region | Jal el Dib |
| Postal Code | |
| Country | Lebanon |
| Telephone | 04-716 433 |
| E-mail | info@ldn-lb.org |
| Contact Person | Amin Nehme |
| Official Website (URL) | www.ldn-lb.org |

The Lebanese Development Network (LDN) is a national non-profit organization “dedicated to assist individuals, communities and institutions build their capacities by conveying knowledge and improving practical performance to enable them manage the changing social requirements, catch opportunities and meet the development challenges.”

Programme and Project Information

Programme Brief Description

The 2014-2020 ENI CBC “Mediterranean Sea Basin Programme is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The ENI CBC Med Programme brings together the coastal territories of 14 countries in view of fostering fair, equitable development on both sides of the Mediterranean. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

Further information are available in the ENI CBC Med Programme official website:
<https://www.enicbcmmed.eu>

Project Brief Description

Given demographic changes, skill mismatches, rigid regulations, gender gaps and persistence of certain socio-cultural norms, the Euro-Mediterranean region faces high unemployment rates of youth, mainly NEETs, and women are underrepresented in the labour market. The growing proliferation of sustainable and eco-responsible innovations in the agri-food and waste management sectors requires new occupational profiles. To achieve this goal, the MYSEA project aims, from one side, to identify existing and emerging skills and professional needs through oriented training, coaching and mentoring, and from the other side, to involve Technical and Vocational Education and Training (TVET) institutions and enterprises encouraging sector-skills alliances through apprenticeship, traineeship and on-the-job training. The project will result in opportunities for young women and NEETs to apply the soft and hard skills learned during the training period and offer a platform to exchange experiences and implement national employment schemes in favour of youth employment.

Further information are available in the MYSEA project official website:
<https://www.enicbcmmed.eu/projects/mysea>

Procurement, Funding and Contract Information

Funding of the Contract

The contract is funded within framework of the “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), which is implemented under the the ENI CBC Mediterranean Sea Basin Programme.

Duration of the Contract

The maximum available duration of the contract is from the day of signature until the end date of the project.

Value of the Contract

The maximum available value of the contract is <12.750 >EUR .

Contract Payments

The payments of services and deliverables can take place after their partial or total completion and when the related invoice is issued. An advance payment of up to 50% of the total payment is possible, upon the Contracting Authority’s decision and/or the availability of the related funds.

Description of the Tender

Subject of the Tender

The subject of this tender, depending on the nature of the contract, is the provision of services related to the Translation services for transversal training package, publication, and MYSEA project's documents .

Eligibility of Tenderers

The tender is open to legal entities (Private Companies, NGOs, TVET Organisations, Consulting Companies, etc) and natural persons (External Consultants, Freelance Professionals, etc.), that are able to deliver the expected services under a "Service's Contract".

Output and Activity Description

MYSEA will provide trainees, trainers, and other stakeholders with the needed translated documents, publications and training packages.

MYSEA foresees the translation of:

1. Publication of 4 to 5 documents national research results (output 3.5), cross-border statistical report (output 3.6), cross-border skills development agenda and national employment schemes (output 5.4). A total of 80 documents per country
2. Transversal Skills training materilas to be translated from English into Arabic (output 4.4)
3. Documents WP1 (Management) and WP 2 (Communication)

External Experts' Tasks and Requirements

External Experts Tasks

- Read given material and research project's specific terminology
- Convert text, video, and audio recordings from English to Arabic or vice versa
- Ensure translated content conveys original meaning
- Prepare subtitles for videos and online presentations
- Cross-reference specialized dictionaries and translation tools to check quality of translation
- Proofread translated texts for grammar, spelling, and punctuation accuracy
- Follow up with internal team members to ensure translation meets their needs
- Respect ENI CBC MED translation guidelines

External Experts Profile

Mandatory Requirements

- Bachelor's degree in communications or linguistics
- Minimum five years experience in the translation field
- Proven work experience as a Translator, Interpreter, or similar role
- Fluency in at least two languages in addition to native language
- Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors

Desirable Requirements

- Experience in design of training material for specific target groups (NEETs, Women, Unemployed)

- Experience in implementation of related activities for ENI CBC Med Projects
- Experience in implementation of related activities for EU Funded Projects

External Expert Deliverables and Timeframe

- Translation of 5 documents
Type of Deliverable: Template in appropriate form, grammar, spelling and technical words to be respected
Timeframe: Until October 2023
- Transversal Skills training materials
Type of Deliverable: Translation of Transversal Skills contents (5 Modules)
Timeframe: Until 10/10/2022 (the latest)
- Documents WP1 (Management) and WP 2 (Communication)
Type of Deliverable: Management and communication documents that needs translations
Timeframe: Throughout the contract period

Note: Any other internal deadlines and milestones will be agreed among the Contracting Authority and the External Expert.

Submission of Tenders and Supporting Documents

Deadline for Submission of the Tenders

The deadline for submission of tenders is <9th of September 2022 until 12:00 AM>. Any tender received after this deadline will be automatically rejected.

Address and Means of Submission of the Tenders

The tender will be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide an electronic version. Any tenders not using the prescribed form shall be rejected by the contracting authority.

- 1) If delivery by post or courier**, the tenders will be submitted in an envelope including and will contain the following information at the external part:

Name and address of the contracting authority

Contact person

Title of the tender

Reference number

Name and address of the tenderer

- 2) If delivery by e-mail**, the message will clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

Supporting Documents

The tenderers will submit their tenders using the **standard submission form available in Annex II of this tender**.

The Contracting Authority may request any additional supporting documents, that are necessary for the evaluation of the Tender and/or are required by the National Legislative Framework.

Provisions and Other Remarks

The selection procedure will be in line with the ENI CBC MED requirements and National Laws. In addition, the following will be taken under consideration:

Equal Treatment & Non-discrimination

The Contracting Authority ensures that all participants in a procurement procedure need to have equal rights and obligations. As a result, there are no discriminatory practice or technical specifications liable to hamper wide participation on equal terms by all natural or legal persons.

Transparency & Fair Competition

The procurement procedures are based on specified eligibility (for formal submission), exclusion, selection and award criteria. The Contracting Authority also ensures that there is adequate publication, in reasonable time, of the prior information notices, contract notices and award notices, as well as sufficient information in the invitations to tenders on the award and contract criteria and requirements. In addition, any actions that are against fair competition are prevented.

Conflict of Interest

The Contracting Authority takes all measures to prevent any situation where any kind of conflict of interest may arise. These restrictions also apply to any sub-contractors and employees of the tenderer or contractor.

Data Protection

The purpose of processing of the data submitted by the candidate tenderers is to manage the application of the candidate in view of a possible selection and award of contract by the Contracting Authority.

The Contracting Authority does not make public the names of successful candidates on reserve lists. Any supporting documents requested at any stage of the tender evaluation process are kept in confidence. The personal and sensitive information requested are processed in line with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).



Annex I – Format of Offer to Be Provided by the Tenderer

OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Offer submitted by:

| | |
|--|--|
| Name of legal entity or entities submitting the tender | |
| Address | |
| Legal registration number | |

Contact person:

| | |
|----------------|--|
| Name | |
| Telephone | |
| e-mail address | |

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services/supplies/works is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing services under a contract financed by the EU and it is not in any of the situations that would mean an exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

3. TECHNICAL OFFER

Please provide details on the offered services by using the standard tables below (choose one of the tables, except for hybrid contracts) and by adding any other relevant information and/or documentation.

| No. | Title of item | Description of services offered | Proposed timeframe | Proposed inputs |
|-----|---------------|---------------------------------|--------------------|-----------------|
| 1 | | | | |
| n | | | | |

4. FINANCIAL OFFER

The total price for the offered services is <XX.XXX,XX><EUR or <national currency>. This price does not include VAT.

The total price for the offered services including VAT (XX%) is <XX.XXX,XX><EUR or <national currency>.

The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please include a breakdown, in accordance with the items in the technical offer. For fee-based service contracts, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

| | |
|-----------|--|
| Name | |
| Signature | |
| Date | |



Disclaimer: This document has been produced with the financial assistance of the European Union under the ENI CBC Mediterranean Sea Basin Programme. The contents of this document are the sole responsibility of EUROTraining Educational Organization and can under no circumstances be regarded as reflecting the position of the European Union or the Programme management structures.