

Rome, 2 February 2023

To whom it may concern:

ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental organization (IGO) created by UNESCO in 1956 and founded in Rome in 1959. It deals with the conservation of both movable and immovable heritage worldwide. As of today, ICCROM has 137 Member States.

The purpose of this document is to invite competitive bids from eligible bidders to identify a single entity with consolidated experience and adequate capacity to provide professional written translations and simultaneous interpretation as needed:

- from English to French and vice versa;
- from English to Italian and vice versa; and
- from English to Spanish and vice versa.

1. Overview of the service

ICCROM seeks an entity to provide high-quality translations and interpretation in the languages specified above in a timely manner and at a competitive rate.

The service provider will work closely with the Partnership and Communication Unit and will be responsible for the following:

- Providing simultaneous interpretation in the above-specified languages for governance meetings, webinars, et cetera on an as-needed basis;
- Producing high-quality (in content and details) translation of texts in the above-specified languages;
 - Content accuracy includes: making a detailed comparison of content, facts and figures and ensuring there are no omissions from the sources; translating and proofreading all footnotes and/or endnotes, photo captions, spreadsheets, lists, etc.; adhering to accurate and agreed-upon translation of United Nations agencies and titles; using ICCROM terminology and United Nations editorial style and spelling accurately and consistently.
- Ensuring English, French, Italian and Spanish language excellence and proofreading, including vocabulary, syntax, expression and grammar, as well as all gender terminology;
- Ensuring quality control of translations, ensuring there are no typographical errors;
- Ensuring that hyperlinks are updated to the link in the appropriate language;
- Ensuring confidentiality of the original texts and translated materials. The translation submitted to ICCROM under the given Terms of Reference is the property of ICCROM and cannot be

submitted, distributed to or used by any other party, unless otherwise arranged;

- The service provider is obligated to work within the required deadlines and be available for comments and corrections. The standard timeframe for the translation delivery shall be as follows (from the date of submission by ICCROM).
 - Translation volume:
 - Up to 2 000 words: 2 days (if urgent, 1 day)
 - 2 000 – 10 000 words: 4 days (if urgent, 2 days)
 - 10 000 – 20 000 words: 8 days (if urgent, 4 days)
 - More than 20 000 words: upon agreement

1.1 Competencies

- Proven knowledge in translations in the field of cultural heritage;
- Knowledge of key UN concepts and cultural heritage issues (understanding of vocabulary and terminology) and language style (based on the findings of test translation); and
- Advanced ability to use office software and experience with web-based management systems.

1.2 Required Skills and Experience

- Proven experience in translating concepts related to cultural heritage and its preservation (as exemplified by ICCROM's programme directions of risk management, materials technology, World Heritage, community-based heritage approaches and regional collaboration).
- Familiarity with themes encompassed by intergovernmental organizations' reporting documents, results-based management and other general management of intergovernmental organizations.
- Experience working with international organizations, research institutions and/or UN agencies.

2. Duration of contract

The service object of the contract must be provided **starting from 1 April 2023**. The contract duration will be until 1 April 2024. At the end of this contract, ICCROM reserves the right to proceed to a negotiation for the direct annual extension (without publishing a new International Tender to Bid) of the contract, with the successful bidder.

3. Estimation of value contract

The service provider must guarantee the best possible conditions, which ICCROM reserves the right to

verify. The proposed rates must be the most convenient among those expressed by the market.

In your Economic Proposal, please indicate both ordinary translation rates and urgent translation rates for the different languages.

4. Preliminary examination

All short-listed applicants will be contacted to undertake a preliminary examination in which they translate a short (2-page) sample document. This sample translation will be evaluated by the ICCROM Evaluation Committee for accuracy and language style.

5. Additional requirements

Details of the nomination, evaluation and selection process are illustrated in the attached guidelines (**Annex I**).

Further information to assist in preparing a proposal may be found on the ICCROM website (<http://www.iccrom.org>). If you are unable to access the ICCROM website, some relevant documents may be obtained by contacting **Ms Isabelle de Brisis** (see contact details in **Annex I**).

ICCROM requests that proposals, prepared in accordance with the attached guidelines, be submitted no later than **17:00 CEST, 2 March 2023**.

The shortlisted candidates will be communicated within ten working days of the deadline.

In anticipation that our tender is of interest to you, we look forward to receiving your proposal.

Sincerely,



01 February 2023 | 16:53:48 CET

José Luiz Pedersoli Jr.
Unit Manager, Strategic Planning
ICCROM Officer in Charge (OIC)

ANNEX I

Selection and appointment process

The process for selecting and appointing the successful bidder for the position will be as follows:

Invitation

ICCROM will receive proposals and responses from qualified providers.

Receipt of proposals

Proposals should be submitted to ICCROM no later than **17:00 CEST, 2 March 2023**. The proposals can be submitted in either electronic (pdf) or paper format (in a sealed envelope).

Upon receipt of a submission, the designated Tender Opening Committee (TOC) members must record the time of receipt. All hard copies of the tender should be recorded with a date and time stamp.

For all the proposals received through electronic submission, the date and time of receipt of the email will prevail.

All the proposals received after the time indicated will not be considered valid.

The ICCROM TOC will open all proposals in the presence of the Procurement Official. After the formal handover of submissions to the Procurement Official, they will coordinate with the appointed Evaluation Committee to evaluate the proposals based on the criteria indicated below. This dedicated session will take place within **ten working days** of the deadline.

ICCROM reserves the right to reject any or all submissions that do not conform to the instructions in the solicitation documents, or whenever such rejection is in the interest of the Organization.

Evaluation of Proposals

All proposals received within the stipulated timeframe will be reviewed and evaluated according to the following criteria and weights:

Criteria	Weight
Economic Proposal	30
Technical Proposal	70

All proposals must follow the indications mentioned in sections 3 and 4.

Proposals should include all relevant information, such as details of past experiences, qualifications or certificates, the team of translators that would be working with us and any other information that will help the Evaluation Committee reach a decision.

Please indicate all previous experience with other international organizations, NGOs, UN agencies or think tanks.

Appointment

After ICCROM's Evaluation Committee identifies a shortlist of applicants, those selected bidders will be contacted to undertake a preliminary examination in which they translate a short (2-page) document. This test will be evaluated by ICCROM for accuracy and language style.

Based on this preliminary examination, the ICCROM Evaluation Committee will make its decision and the successful bidder will be contacted to submit a draft contract to ICCROM.

The service object of the contract must be provided **starting from 1 April 2023**. The contract duration will be until 1 April 2024. At the end of this contract, ICCROM reserves the right to proceed to a negotiation for the direct annual extension (without publishing a new International Tender to Bid) of the contract, with the successful bidder.

Economic Proposals and Currency

Economic proposals must be stated in EUR.

ICCROM specifies that pursuant to Article 72, paragraph (3) number (4), of the Decree of the President of the Republic, October 26, 1972, No. 633/72, supplemented and corrected by Presidential Decree 23/12/1974, n° 687; Presidential Decree 2/7/1975, n° 288; Legislative Decree No. 323 of 20 June 1996 (Gazzetta Ufficiale 143 of 20 June 1996, art. 10 paragraph 4); and subsequent amendments made to the VAT exemption regime from the entry into force of Law no. 217 of 15 December 2011 and based on Law No. 723 of 11 June 1960, which makes the headquarters agreement between UNESCO and the Italian Government executive in Italy, the taxation of VAT does not apply to the transfer of goods and/or provision of services in favour of ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) for an amount exceeding €300.00 (three hundred / 00 euros).

Address and Contact Information

Paper Format – Hard Copy

Hard copy proposals should be submitted in a sealed envelope clearly marked, "Translator



proposal – ICCROM," and should be addressed to:

Administration Unit – Finance Office
Attn. **Mr Salvatore Ridente**
Budget Assistant
ICCROM
Via di San Michele, 13
00153 – Rome, Italy

Electronic Format – Email

Electronic proposals should be submitted through email with the subject "Translation proposal – ICCROM" and should be addressed to:

tender@iccrom.org

The Organization regrets that it is not possible to provide information by telephone regarding the selection and appointment procedure. Requests for clarification regarding any of the points above should be directed in writing only via email to **Ms Isabelle de Brisis**.

Ms Isabelle de Brisis
Partnership and Communications Assistant
ICCROM
Via di San Michele, 13
00153 Rome, Italy
E-mail: idb@iccrom.org