

# Call for Tenders

## External Translation Services

### for the Erasmus+ CB-VET

## Project: "Design Together"

Date of Publication	22 <sup>nd</sup> April 2025
Deadline of Submission of Proposals	25 <sup>th</sup> May 2025, 13:00 CET

**P Coordinator**

EUROPEAN ASSOCIATION OF INSTITUTES FOR VOCATIONAL TRAINING (EVBB)

## Table of Content

<b>1</b>	<b>Background</b> .....	<b>3</b>
1.1	The Project.....	3
1.2	The Partnership.....	3
1.3	The Leader Organization.....	4
<b>2</b>	<b>The assignment</b> .....	<b>4</b>
2.1	The purpose.....	4
2.2	Tasks.....	4
2.3	Milestone and Deliverable.....	5
2.4	The timeline.....	5
<b>3</b>	<b>Value of the assignment and payments</b> .....	<b>5</b>
<b>4</b>	<b>Who can apply?</b> .....	<b>5</b>
<b>5</b>	<b>Content and presentation of the bids</b> .....	<b>6</b>
<b>6</b>	<b>Deadline for Submission of Tenders</b> .....	<b>6</b>
<b>7</b>	<b>Evaluation process – Award Criteria</b> .....	<b>6</b>
<b>8</b>	<b>Applicable Law</b> .....	<b>7</b>
<b>9</b>	<b>Data Protection</b> .....	<b>8</b>
<b>10</b>	<b>Contract template to be signed</b> .....	<b>8</b>

## 1 Background

### 1.1 The Project

The "Design Together" project (Project No. 101092488) is an Erasmus+ Capacity Building in VET (CB-VET) initiative that brings together partners from Europe and Sub-Saharan Africa to jointly strengthen Vocational Education and Training (VET) systems.

The project aims to:

- Improve the quality and relevance of VET by fostering collaboration between European and African institutions.
- Co-design and pilot market-driven VET programs that are responsive to local labour market needs.
- Strengthen institutional capacity in areas such as governance, digitalisation, sustainability, and alignment with qualification frameworks.
- Promote the use of digital learning tools and platforms.
- Support policy development and share best practices across participating countries.

The project has a total duration of 36 months (January 2023 to December 2025) and supports innovation and reform across three target African countries: Côte d'Ivoire, Benin, and Senegal. It involves study visits, capacity-building workshops, curriculum adaptation, pilot testing, and joint dissemination efforts.

### 1.2 The Partnership

The "Design Together" project brings together a diverse consortium of 10 partner organisations from Europe and Africa, combining expertise in vocational education, policy, training, and labour market engagement.

Partner No.	Organisation Name	Country
P1	AKMIAE	Greece
P2	EVBB	Germany
P3	BK CONSULT GMBH	Germany
P4	AEVA	Portugal
P5	SKYBRIDGE	Greece

P6	ECO PROF SJB	Benin
P7	DON BOSCO TECH AFRICA	Kenya
P8	KYF	Tanzania
P9	SDB AFE	Kenya
P10	CPAR	Cote d'Ivoire

### 1.3 The Organization

This tender is issued by EVBB (Europäischer Verband Beruflicher Bildungsträger), one of the core implementing partners, in charge of several deliverables, including coordination of external expertise.

## 2 The assignment

### 2.1 The purpose

The purpose of this assignment is to support the "Design Together" project in meeting its multilingual communication and dissemination requirements. As the project involves partners and stakeholders from different linguistic backgrounds—particularly in English, French, and Portuguese—accurate and context-sensitive translation of key project documents is essential.

The contracted translation service provider will ensure:

- High-quality translation of project deliverables, training content, and communication materials.
- Linguistic accuracy aligned with VET-specific terminology and Erasmus+ programme standards.
- Effective support to the project's visibility, outreach, and inclusiveness objectives, particularly in Sub-Saharan Africa and European partner countries.

The service will directly contribute to the successful implementation and dissemination of the project's activities, helping to ensure that materials are accessible to all stakeholders, including VET providers, learners, employers, and policymakers across the three target African countries and the European Union. EVBB is seeking professional translation services to support the multilingual needs of the project, especially for training materials, reports, policy briefs, and dissemination content across English, French, and Portuguese.

### 2.2 Tasks

The selected provider will:

- Translate project Curriculum Modules (WP3. T3.4) between English, French, and Portuguese.
- Ensure terminology consistency aligned with VET and EU project language.
- Collaborate with EVBB to receive source texts, submit drafts, and implement feedback

### 2.3 Milestone and Deliverable

- Delivery of translated Curriculum Modules as per timeline.
- Approximate volume: up to 80 pages throughout the project duration.

### 2.4 The timeline

- Contract start: 15/05/2025
- All translations to be delivered by 20/06/2025 at the latest.

### 3 Value of the assignment and payments

Subject to the final Grant Agreement established between the European Commission and the Coordinator AKMI and the partner **European Association of Institutes for Vocational Training (EVBB) in charge of the subcontracting**, for the purpose of this project, the total amount available for the tasks described here above during the project lifetime will be of **maximum of 2.800,00 Euros** including all taxes (such as, e.g. VAT, expenses to participate in meetings etc.). The final amount will be paid depended on the previous experience of the contractor with regards to the above-mentioned tasks and the financial offer submitted.

Payment of the assignment will be made in three instalments as listed below:

A first instalment amounting to **50% of the total value** of the contract is going to be paid after signature of the contract during the second month of the implementation period, provided that Milestones will have been submitted and approved by EVBB.

A final payment of **50% of the total value** of the contract is going to be paid by July 2025 provided the final translated Curriculum Modules will have been submitted and approved by EVBB.

Payments will be done by bank transfers to a bank account for which the Contractor will communicate the full details.

### 4 Who can apply?

Any individual (freelancer) or legal entity (e.g. translation agency, language service provider) interested in this tender should meet the following requirements in terms of **experience, capacity, and compliance**. Applicants must provide evidence of their ability to perform the tasks described in Section 2. Applications may be submitted by entities based in EU Member States or Erasmus+ programme partner countries, with relevant experience in EU-funded projects and multilingual translation work:

Requirement	Type of Requirement	Proof of Fulfilment
Proven experience translating documents in the field of VET or EU-funded projects	Technical	1–2 translation samples from similar projects

Ability to work professionally in English, French, and Portuguese	Technical	CVs of translators / Company language portfolio
Legal status as a registered business or freelance professional	Administrative	VAT number / Registration certificate / Freelance status proof
Capability to deliver work within tight deadlines	Technical	Signed declaration or reference letter
Familiarity with Erasmus+ terminology and dissemination materials	Desirable (added value)	Reference from previous Erasmus+ or EU project
Compliance with GDPR and data confidentiality obligations	Legal	Signed declaration of compliance

## 5 Content and presentation of the bids

The proposals should contain a detailed explanation of the qualifications and the expertise of the potential contractor, e.g. information on references from the contractor on similar projects already handled, to demonstrate his/her experience and capability to succeed in performing the tasks as set out in section 2.2 of this Request for Proposals.

In detail, potential Contractors, should submit the following documents:

- Business presentation – max 5 pages (in the case of legal entities) and/or Europass CV (in the case of individuals) presenting the activities and profile of the tenderer (max 3 pages);
- Motivation letter (maximum 450 words) explaining the suitability of the tenderer to undertake the evaluation based on the criteria mentioned above;
- List of references for proving fulfilment of the requirements described under Chapter 4 of this Request for Proposals;
- A technical proposal, including a detailed description of the methodology and tools applied (max 5 pages);
- Financial Proposal, indicating that all costs are being included in the price indicated in the proposal. (max 1 page).

## 6 Deadline for Submission of Tenders

The deadline for the submission of Tenders is the **15<sup>th</sup> of May 2025, 18:00 CET**. All Tenders must be sent via email Ms. Sonia DEGROOTE

**Email:** [sonia.degroote@evbb.eu](mailto:sonia.degroote@evbb.eu)

**Subject:** “External Translator Services for the Design together Project”.

## 7 Evaluation process – Award Criteria

All submitted tenders will be evaluated in a fair and transparent manner by a selection committee composed of representatives from EVBB and project management staff. The evaluation will be conducted in line with the rules and principles governing Erasmus+ project procurement and in full respect of equal treatment and non-discrimination.

The selection will follow a **best value for money** approach, considering both **quality** and **price**.

### Evaluation Phases

- **Eligibility Check**  
Applications will be reviewed to ensure all required documents and declarations have been submitted and eligibility criteria are met.
- **Technical Evaluation**  
Eligible applications will be assessed based on experience, relevance, and quality of proposed services.
- **Financial Evaluation**  
The financial offer will be evaluated in relation to the technical quality to determine the most economically advantageous tender.

Within this context, the evaluation process includes the following steps:

The submission date and time of all tenders is checked, and all tenders having been submitted after the submission deadline are rejected.

The requirements of Section 4 are checked and any tender that does not fulfil the essential requirements is rejected.

The technical proposal (methodology and tools used) is being assessed.

The following score system is going to be used for the evaluation of the Tenders:

Evaluation Criteria	Max Score
Quality and relevance of experience	30
Language coverage and sector expertise	20
Quality of translation samples	20
Price competitiveness	30
<b>Total</b>	<b>100</b>

The Financial Offers for all evaluated tenders are opened. Any financial offer above 2.800 Euros. The final ranking of all offers is prepared by using the following formula: 70% X the score under technical requirements / 30% the score under the financial proposal. The most preferred candidate is contacted and asked to sign the contract. All other candidates are informed about the evaluation results.

**Note:** when signing the contract, additional statements may be required to avoid incompatibility or conflict of interest.

## 8 Applicable Law

The contractual agreement is based upon and regulated by the European Commission's rules, provisions and requirements as set out in the project agreement with the European Commission, DG Justice & Consumers and applicable German law. The Contractor is obliged to fulfil the described tasks and duties of work to receive the final payment according to the contract.

The European Association of Institutes for Vocational Training (EVBB) has the right, based on German Law, to terminate the contract when the Contractor cannot perform the agreed tasks and duties accordingly.

Any conflicts of interests or disputes concerning the validity of this arrangement, the construction of its terms, and the interpretation of the rights and duties of the parties in the contract shall be governed by German Law.

The contract may not be transferred without the parties' written agreement.

## 9 Data Protection

The contracting party accepts that the contractor is free to use the data collected and the reports written in this project as part of their own academic reports and articles, as long as they include the relevant references to the project.

However, in order to fulfil or respect the modernized Convention 108 (the regulation (No 45/2001 of the European Parliament and of the Council of 18 December 2000) and EU General Data Protection Regulation (GDPR) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data:

- The Contractor must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements);
- The Contractor may grant its personnel access only to data that is strictly necessary for implementing, managing and monitoring the agreement;
- The Contractor must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

## 10 Contract template to be signed

The awarded candidate will be asked to sign the following contract:

### SERVICE CONTRACT

#### FOR THE TRANSLATION (T.3.4)

#### FOR THE DESIGN TOGETHER PROJECT

In Brussels,, today the XX of XX 2025, *Day*, the following Contracting Parties, namely:

*i)* The association under the name **“Europäischer Verband Beruflicher Bildungsträger (EVBB) e.V.”** (hereinafter referred to as “the Association”) with VAT Number 04525500615, based in Emanuel-Leutze-Straße 1, App. 1015, D-40547 Düsseldorf, operates lawfully under German law and is legally represented by M. Theodor Grassos, Secretary General of EVBB, on behalf of M. Thiemo Fojkar, President of EVBB,

*ii)* **XXXXXXXXXXXXXXXX** (hereafter Contractor), located in COUNTRY, STREET, PC, TOWN with Registration / VAT Number XXXXXXxxxxxxx, represented by XX XXXXXX,

<b>Title:</b>			
<b>Authors:</b>	Name and Surname / Short name of the partner		
<b>Deliverable:</b>	Code of the deliverable		
<b>Date</b>	xx/xx/xx	<b>Version:</b>	X.X
		<b>Page:</b>	9

agreed on the following assignment, within the framework of the Project **CB in VET** (Project 101092488— ERASMUS2027).

### **Article 1 – Subject**

The subject of this contract is the execution of translation services as part of Task T3.4 of the project. The Contractor undertakes to translate key project materials, including curricula, training documents, reports, and dissemination content, as specified in the request for tenders and in accordance with the approved Grant Agreement.

### **Article 2 – Deliverables, Deadlines, and Ownership**

The Contractor is expected to provide accurate and professional translations of training and dissemination materials, covering an estimated total of 80 pages. The deadline for submission of all translated content is set for the 20th of June 2025. All deliverables shall be submitted to EVBB in electronic format. Upon delivery and acceptance, all intellectual property rights over the translated content shall be held by the Association, in accordance with the Grant Agreement's provisions.

### **Article 3 – Duration**

This contract enters into force on the 15th of May 2025 and concludes on the 20th of June 2025. In the event of a project extension approved by the European Commission, the contract may be extended under the same conditions and without additional cost, subject to mutual written agreement between the Parties.

### **Article 4 – Contract Value and Payment Terms**

The total value of this assignment is agreed at 2.800 Euros, inclusive of all applicable taxes. The Association shall make a first payment corresponding to 50% of the total amount following the signature of the contract and the delivery and acceptance of the first batch of translations. The remaining 50% shall be paid upon full completion of the services and final approval by EVBB of all deliverables. Payments shall be made by bank transfer to an account designated in writing by the Contractor.

### **Article 5 – Obligations of the Contractor**

The Contractor shall perform the translation work with accuracy and professionalism, ensuring consistency of terminology, particularly in relation to vocational education and training and Erasmus+ terminology. The Contractor shall communicate regularly with EVBB, respect the agreed deadlines, and deliver work of acceptable quality. All developments, challenges, or risks related to the execution of the services shall be communicated to the Association without delay. The Contractor shall act in good faith and in a spirit of collaboration throughout the assignment.

### **Article 6 – Obligations of the Association**

EVBB shall provide the Contractor with all necessary information, documentation, and source materials required to perform the translation work. It shall also offer timely feedback on submitted deliverables to enable their successful completion.

### Article 7 – Confidentiality

The Contractor agrees to treat all documents and information received under this assignment as strictly confidential and shall not disclose or share any content with third parties without the prior written consent of EVBB. The deliverables may not be published or reused independently by the Contractor unless officially authorised by the Association. Academic or professional references to this assignment are permitted, provided prior notification is given to EVBB.

### Article 8 – Data Protection

The Contractor shall comply with all applicable European and national data protection legislation, including Regulation (EU) 2016/679 (GDPR). The Contractor shall only access and process personal data strictly necessary for the fulfilment of the contract, and shall implement appropriate organisational and technical safeguards to ensure data confidentiality and security.

### Article 9 – Force Majeure, Penalties, and Termination

In cases of force majeure, the affected party must notify the other party in writing as soon as the event or circumstances arise. If such circumstances persist and prevent the fulfilment of contractual obligations, the parties may agree to suspend or terminate the contract without liability. In all other cases, should the Contractor fail to deliver the services within the agreed timeframe and without justification, EVBB reserves the right to apply a penalty of 100 Euros per calendar day of delay. The Association may terminate the contract with immediate effect if the Contractor's performance is judged inadequate or non-compliant.

### Article 10 – Final Provisions

The present contract is governed by German law and the applicable provisions of the Grant Agreement signed with the European Commission for the "Design Together" project. Any amendments to this contract shall be valid only if made in writing and signed by both parties. In case any provision of this contract is found invalid, the remaining provisions shall remain in force. The Contractor's full remuneration is subject to the proper and timely delivery of the agreed services.

For the European Association of  
Institutes for Vocational Training (EVBB)

For the contractor

Theodor Grassos

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