

REQUESTS FOR PROPOSALS

Translation Services for Kurdish (Kurmanji (Badini) and Sorani)

enpact e.V. seeks to contract translation services for project promotional materials and documentation between English and Kurdish (Kurmanji (Badini) & Sorani), including localization of content to ensure cultural, linguistic, and contextual relevance for the target audience.

A Project Summary

The non-profit organization enpact was founded with the goal of empowering entrepreneurship in the context of international economic cooperation. enpact is to implement a project in the Kurdistan Region of Iraq (KRI) that is designed to provide technical and financial support to 50 smallholder farmers and microenterprises, alongside 20 business support organizations and farmer cooperatives operating in the agricultural sector. The goal is to build a resilient agriculture sector and contribute to greater social cohesion across the region's farming communities and value chains.

Implementation takes place in **Erbil, Sulaimaniyah, Duhok, and Halabja**.

B Deliverables

enpact seeks a service provider for **translation and localization services between English and Kurdish (Kurmanji (Badini) and Sorani)** throughout the duration of the project, which runs from October 2025 until August 2026. The Contractor will be expected to provide ad-hoc translation and interpretation services for documents, social media content, videos, and other project materials upon request. The exact number of items, type of content, word counts, and languages may vary throughout the contract period. A higher workload is expected in the initial months of the project due to the launch of the Call for Applications for recruiting participants.

All translations and localized content must accurately convey the meaning, tone, and intent of the original text, while ensuring cultural and contextual appropriateness for the target audience.

Applicants are not required to cover the full scope of deliverables. They may submit an offer for one specific work package, multiple work packages, or the entire set of deliverables outlined in this section. Each offer will be evaluated independently according to the award criteria mentioned in section D.

The following are the expected deliverables for the translation and localization services:

B.1. Document translation

Translation and localization of project documents, reports, guidelines, and communication materials. All translations must ensure accuracy, clarity, and consistency in terminology, particularly for technical language related to agriculture, business, and innovation. The documents might include graphs, tables, and figures, and are to be provided in English with translations needed into Kurdish.

B.2. Social media content translation

Translation, localization, and adaptation of social media posts, captions, announcements, and outreach materials from English into Kurdish (Kurmanji (Badini) and Sorani), ensuring contextual relevance and alignment with the project's communication style.

B.3. Real-time translation

Provision of real-time translation or interpretation (simultaneous or consecutive) between English and Kurdish (Kurmanji (Badini) and Sorani) during workshops, interviews, meetings, or online and on-ground sessions, as requested. Scheduling notice periods, availability, and interpretation modes must be indicated.

B.4 Proofreading and quality assurance

Proofreading and localization review of translated content to ensure linguistic accuracy, consistency across dialects, stylistic coherence, and cultural appropriateness. This includes a final review before submission to ensure proper grammar, spelling, and terminology use.

B.5 Video content translation

Translation and localization of video content from English into Kurdish (Kurmanji (Badini) and Sorani) and vice versa, including subtitle creation, on-screen text, and overlays, while ensuring readability, timing accuracy, and cultural relevance.

C Timeline

It is expected that the service contract will be signed in December 2025 and run until 31 August 2026. The contract shall enter into force on the date on which it is signed by the last contracting party. The duration

of the tasks and deliverables shall not exceed 31 August 2026. The execution of the deliverables shall not start before the contract has been signed or before the specific date specified in the contract.

D Award Criteria

Any entity wishing to respond to this call may do so by submitting a written technical and financial offer in English that covers the approach and services they can provide for the duration of the expected contract duration.

- All technical offers must include a general concept of how the applicant will deliver on the expected deliverables listed in section B of this document, including
 - a summary portfolio and references on previous work, and
 - estimated time required to translate documents from English into Kurdish (Kurmanji (Badini) and Sorani) for the following sample word counts:
 - 500-word document
 - 2,000-word document
 - 5,000-word document
 - required minimum notice period for scheduling real-time translation (interpretation) sessions
 - maximum number of hours available per day
 - interpretation modes they can provide: simultaneous, consecutive, or both
- All financial offers must include
 - a combined total price per individual order of the work packages (see deliverables listed under section B), and
 - a breakdown of fixed unit prices and amount of units required for all services to be rendered for the completion of these orders. This includes:
 - Price per word from English to Sorani Kurdish
 - Price per word from English to Kurmanji (Badini) Kurdish
 - Any additional charges that may apply (e.g., rush delivery, formatting of graphics/tables, technical translation fees)
 - For real-time interpretation services, applicants must provide:
 - Hourly rate for interpretation between English and Kurdish (Kurmanji (Badini) and Sorani)
 - Half-day rate (up to 4 hours)
 - Full-day rate (up to 8 hours)
 - Any applicable surcharges (e.g., preparation time, travel, equipment needed for simultaneous interpretation)

All submitted offers that adhere to the specified general requirements for eligibility and evaluation and meet the deadline will undergo evaluation by two independent assessors. The contract will be awarded based on the offer featuring the best price-quality ratio (BPQR award method). The assessment will be guided by distinct categories:

- Technical Evaluation will carry a weight of 70% in the overall assessment, while

- Financial Competitiveness will account for 30%.

This dual assessment approach ensures a review of each proposal, emphasizing both technical and financial viability.

Partial offers are permitted. Applicants may apply for individual work packages or the entire set of deliverables outlined in section B. Partial offers will not be disadvantaged and will be evaluated based on the BPQR award method using the criteria relevant to the work packages they propose to deliver.

D.1. Technical Evaluation Criteria

The quality of the offers will be evaluated based on the criteria mentioned below; the maximum total quality score is 100 points. Offers receiving less than 60 points for the quality evaluation will be eliminated, and their final score will not be calculated. Offers not reaching the minimum quality levels will be rejected and not ranked.

The technical evaluation will be conducted on the following components and criteria:

1. Experience and Expertise in Translation [0-40 Points]

- Proven track record in Kurdish (Kurmanji (Badini) and Sorani) translation
- Experience with translating technical documentation in agriculture, business, and innovation
- Evidence of delivering high-quality translations, and localized translations

2. Quality Assurance and Formatting Accuracy [0-30 Points]

- Structure of proofreading processes
- Ability to maintain original layout, tables, and figures
- Localization and cultural adaptation procedures

3. Delivery Capacity and Timeliness [0-20 Points]

- Ability to respond quickly to requests and manage fluctuating workloads
- Strength of track record of meeting service contract requirements and delivering on time (Could be demonstrated through client testimonials and references)
- Capacity to implement the contract, risk mitigation, and backup plan

4. Additional experience relevant to the nature of the project: [0-10]

- experience working with smallholder farmers and BSOs in KRI,
- experience working with programs that primarily push forward inclusion, diversity, and accessibility,
- experience with live captioning, closed captioning, and/or audio descriptions,
- experience working with non-profit organizations and/or within the development cooperation sector.

D.2. Financial Competitiveness

The financial evaluation is based on each offer's proposed cost and financial aspects, considering the overall budget allocated for the project. The evaluation of financial competitiveness involves comparing each offer's proposed costs against the technical proposal's value and quality.

The price used for the evaluation is

- **the combined total net price for**
- **one single order of**
- **all or specific work packages, including deliverables specified above.**

The price list with the unit prices of the bidder's services serves only as a reference if a change in the scope of services is necessary at a point in time after the conclusion of the contract; the price list is not considered for evaluating the bid for the award decision.

All positions that go beyond the above specifications must be marked as optional and will not be included in the financial evaluation.

The evaluation of the price is based on the competitiveness of the total prices: The price evaluation is based on a point scale that represents the distance between the prices of all offers of that of the cheapest offer. The cheapest offer receives 100 points in the price evaluation; the evaluation of the subsequent offers is carried out by dividing the respective offer price by the price of the cheapest offer and multiplying the result by 100 [(CheapestMost Competitive Price / Price of Offer X) * 100].

The net prices excluding VAT are used to ensure comparability of prices. Offers not submitted in EUR are converted into EUR for evaluation purposes; the exchange rate for the month in which the offer was submitted is used following the European Commission's publication ('InforEuro').

E Application and Contracting

This service contract is open on equal terms to any natural or legal person, regardless of their domicile or seat. Eligibility is solely dependent on the presentation of an offer.

Any entity wishing to respond to this call may do so by submitting technical and financial offers in English that cover the approach and services they can provide for the expected contract duration.

In order to be eligible, offers should include:

- A general concept for how the applicant will deliver on the expected deliverables listed in section B of this document. This simulation must include a price that would cover all the services foreseen in the concept. This price shall be considered the price ceiling that the applicant is proposing.
- A price list, which states the unit price in EUR for all foreseen deliverables.

The applicant should propose a suitable project team for the contract implementation. A contract manager should be appointed for the entire contract duration and shall ensure the overall management of the contract, including timely completion of the activities, ensuring the required level of quality is met.

The offer must include:

- **Applicant Information:** The name, address, and contact details of your entity
- **Customer Information:** The name, address, and contact details of enpact e.V.
- **Date:** The date the quotation was prepared should be included.
- **Description of Goods/Services:** Provide a clear and detailed description of the goods or services being quoted, including quantities and any specifications.
- **Price:** Include the price for each item or service, and any applicable taxes or fees.

Offers are accepted until Monday, 1st of December 2025 at 11.59 pm (CET) and must be submitted by e-mail to nh@enpact.org.