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## **REQUESTS FOR PROPOSALS**

### **Translation Services for Kurdish (Badini and Sorani)**

enpact e.V. seeks to contract a service provider for interpretation services between Kurdish Badini & Sorani for a 4-day Sustainability Bootcamp in Erbil, Kurdistan Region of Iraq.

#### **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 implementing 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.

As part of the project, enpact will implement a **4-day Sustainability Bootcamp in Erbil, Kurdistan Region of Iraq, from 5 to 8 October 2026**.

The Sustainability Bootcamp will bring together approximately **70 participants**, including smallholder farmers, agricultural entrepreneurs, business support organisations and other relevant stakeholders. The event will include presentations, workshops, group discussions, practical sessions and other interactive activities conducted in Kurdish Badini and Sorani.

To ensure that all participants can actively engage throughout the event, applicants are required to cover the full scope of deliverables outlined in Section B. Offers must cover the entire set of deliverables and will be evaluated according to the award criteria set out in Section D.

#### **B Deliverables**

enpact seeks a service provider for **consecutive and simultaneous interpretation between Kurdish Badini and Sorani** throughout the duration of the event, which runs **from 5 October 2026 until 8 October 2026**. The Contractor will be expected to provide professional interpretation services, including both plenary and interactive sessions as required. The exact daily program, session formats and interpretation requirements will be shared with the selected service provider in advance of the event.

All interpretation services must accurately convey the meaning, tone and intent of the speaker while ensuring linguistic and contextual suitability for the participants.

Applicants should indicate their capacity to provide both simultaneous and consecutive interpretation, clearly indicating how they will allocate interpreters across the different Kurdish varieties and how interpreter rotation will be managed throughout the event duration.

The Contractor shall also provide and operate the technical equipment required for simultaneous interpretation, as outlined in Section B.5.

**The following are the expected deliverables for the interpretation and real-time translation services:**

### **B.1. Simultaneous Interpretation**

The Contractor shall provide simultaneous interpretation between Kurdish Badini and Sorani during relevant sessions of the Sustainability Bootcamp.

Simultaneous interpretation may be required during:

- Opening and closing sessions
- Presentations
- Panel discussions
- Workshops and training sessions
- Plenary discussions
- Question-and-answer sessions
- Other sessions requiring simultaneous interpretation

### **B.2. Consecutive Interpretation**

The Contractor shall provide consecutive interpretation between Kurdish Badini and Sorani where required.

This may include:

- Small-group discussions
- Practical activities
- Networking sessions
- Other interactive sessions

### **B.3. Language combinations**

The service provider must provide interpretation between Kurdish Badini and Kurdish Sorani and ensure coverage of both language varieties throughout the event.

Applicants must demonstrate their ability to cover **both Kurdish varieties** throughout the event.

The technical offer should clearly indicate:

- The number of interpreters proposed
- The interpreters' ability to work in both directions between Badini and Sorani
- Whether the same interpretation team will cover the full 4-day event

- Any limitations in language coverage or interpreter availability

#### **B.4 Interpreter preparation**

The Contractor will be expected to prepare the interpretation team in advance of the Sustainability Bootcamp.

enpact will provide relevant background information, the event agenda and available event materials to support preparation.

The Contractor should explain its approach to preparation, including:

- Coordinating with the enpact team ahead of the event
- Reviewing the event agenda and relevant materials
- Familiarizing interpreters with project-specific terminology
- Preparing terminology related to agriculture, sustainability, entrepreneurship and business support
- Ensuring consistency in terminology throughout the event

Any preparation time or related costs should be clearly indicated in the financial offer.

#### **B.5 Interpretation equipment**

The Contractor is expected to provide all technical equipment required for the effective delivery of simultaneous interpretation throughout the Sustainability Bootcamp.

The required equipment is expected to include, at minimum:

- Interpretation booths or appropriate interpretation equipment suitable for the event venue and format
- Headsets/receivers for participants
- Microphones for interpreters
- Interpretation consoles
- Transmitters and receivers, as required
- All necessary cables, connections and accessories
- Any other technical equipment required for the effective delivery of simultaneous interpretation

The Contractor ensures that the equipment is fully operational and suitable for approximately **70 participants** and for the required interpretation setup covering Kurdish Sorani and Kurdish Badini.

The Contractor will be responsible for:

- Delivery and transportation of the equipment to and from the venue
- Installation and setup before the event
- Testing the equipment before the start of the programme
- On-site technical support throughout the event
- Troubleshooting and resolving technical issues during the event
- Removal of the equipment after the event

- Providing suitable backup arrangements for critical equipment in case of technical failure

Applicants must clearly describe the equipment they will provide, including the number of participant headsets/receivers, and confirm that the proposed equipment is sufficient for the expected number of participants and the required interpretation setup.

**The cost of all equipment, delivery, setup, technical support and removal/disassembly of equipment must be included and clearly itemized in the financial offer.**

If any equipment is expected to be provided by the venue, this must be explicitly stated in the offer. Applicants should not assume that the venue will provide any interpretation equipment unless confirmed by enpact.

## **B.6 Coordination and on-site support**

The Contractor will coordinate closely with the enpact team before and during the Sustainability Bootcamp.

The Contractor is expected to:

- Participate in a pre-event coordination call with enpact
- Confirm the proposed interpreter team and assignments in advance
- Coordinate with the designated enpact focal point during the event
- Ensure interpreters arrive at the venue sufficiently in advance of each day's programme
- Maintain continuity and quality of interpretation throughout the event
- Ensure appropriate handovers between interpreters where rotation is required
- Provide a contingency arrangement in case an assigned interpreter becomes unavailable
- Coordinate the setup and testing of interpretation equipment before the start of the programme
- Provide on-site technical support throughout the event
- Address and troubleshoot technical issues affecting the interpretation service

## **C Timeline**

The interpretation services and required technical equipment will be required for the duration of the **4-day Sustainability Bootcamp from 5 to 8 October 2026**.

**Location:** Erbil, Kurdistan Region of Iraq

**Expected participants:** Approximately 70

The detailed event programme and exact daily interpretation hours will be communicated to the selected service provider in advance. The service provider must be available for the full event period and ensure that the proposed interpretation team and required technical equipment are available and operational throughout the event.

It is expected that the service contract will be signed in **October 2026** and will run until **31 October 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 8 October 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 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).

The assessment will be guided by the following 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 not permitted. Applicants are required to cover the entire set of deliverables outlined in Section B, including the provision of the required interpretation equipment.

### **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 Interpretation [0-35 Points]**

- Proven track record in Sorani - Badini interpretation
- Experience in both Sorani and Badini
- Experience with simultaneous and consecutive interpretation
- Experience with workshops, conferences, training programmes or similar events
- Relevant technical or sector-specific interpretation experience

#### **2. Proposed team and language capacity [0–30 Points]**

- Qualifications and relevant experience of proposed interpreters
- Ability to cover both Sorani and Badini
- Capacity to provide appropriate interpreter rotation
- Availability throughout the 4-day event
- Adequacy of backup arrangements

### **3. Delivery capacity and approach [0–25 Points]**

- Quality of the preparation approach
- Approach to terminology management
- Coordination with enpact
- Quality assurance measures
- Capacity to manage programme changes
- Risk mitigation and contingency planning
- Adequacy of the proposed equipment and technical setup
- Approach to equipment setup, testing and on-site technical support
- Contingency arrangements for technical or equipment failure

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

- Experience working with smallholder farmers and agricultural entrepreneurs
- Experience with non-profit organisations and/or development cooperation
- Experience working on programmes focused on inclusion, diversity and accessibility

## **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 [(Cheapest Most 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, provided that they are based in Erbil, Kurdistan Region of Iraq, or have a legally established operational presence in Erbil and can provide the required services locally. 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 Wednesday, 30th of September 2026 at 11.59 pm (CET) and must be submitted by e-mail to [nh@enpact.org](mailto:nh@enpact.org).