

Call for Tenders of the International Nuremberg Principles Academy for Translation Services, Proofreading and Interpretation Services

Limited invitation to tender after a competitive tender

The International Nuremberg Principles Academy (“Nuremberg Academy” or “the Academy”) is a non-profit foundation dedicated to the promotion of international criminal law and human rights. It was established by the Federal Republic of Germany, the Free State of Bavaria, and the City of Nuremberg in 2014.

The Nuremberg Academy is located in Nuremberg, the birthplace of modern international criminal law.

Conscious of this historic heritage, the Nuremberg Academy supports the fight against impunity for universally recognized core international crimes: genocide, crimes against humanity, war crimes, and the crime of aggression. Its main fields of activity include providing a forum for dialogue by convening conferences and expert meetings, conducting interdisciplinary and applied research, engaging in specialized capacity building for practitioners of international criminal law, and human rights education. Dedicated to supporting the worldwide application of international criminal law, the Nuremberg Academy promotes the Nuremberg Principles and the rule of law with a vision of sustainable peace through justice, furthering knowledge, and building capacities of those involved in the judicial process in relation to these crimes.

More information on the work of the Nuremberg Academy is available on our website <http://www.nurembergacademy.org>

The Nuremberg Academy is seeking contractual partners for translation services, proofreading services and interpretation services for the following languages and language combinations (from/into):

- **English/German**
- **German/English**
- **English/French**
- **French/English**
- **German/French**
- **French/German**

The services will be divided in lots for the various language pairings for translation services, proofreading services and interpretation services.

Type of Tendering procedure:

Limited invitation to tender after a competitive tender.

The procurement procedure is governed by the Rules of procedure for the award of public supply and service contracts below the EU thresholds (Regulation on sub-threshold procurement -UVgO).¹

Interested bidders can either apply for one lot or for several lots.

Contract Duration:

36 Months

The Academy is entitled to extend the contract to a maximum of six years. There is no obligation to invoke this option.

Type of Procedure:

Limited invitation to tender after a competitive tender. This invitation to tender concerns a framework agreement. The Academy may contract up to three bidders for each lot.

Number of limited invitations to tender after competitive tender:

It is planned to invite a maximum of five bidders per lot to the second step of the tendering process based on their scores according to the selection criteria mentioned below (No. 1).

The successful bidders will be selected based on their scores during the competitive phase according to the selection criteria mentioned below (No. 2).

Selection Criteria:

1. For the selection of bidders who will be invited to the second phase:

Relevant experience: weighting factor 50 %

Price: weighting factor 30 %

CV: weighting factor 20 %

2. For the final selection of invited bidders (competitive phase)

Quality of text sample: weighting factor 60%

Price: weighting factor 30 %

Flexibility and availability: weighting factor 10%

¹ An English non-authoritative version of the governing rules can be found at https://www.xfel.eu/sites/sites_custom/site_xfel/content/e35152/e46557/e47200/e47206/xfel_file47209/UVgOEnglisch_eng.pdf

Place of Delivery:

Nuremberg, Germany (only for Lot 7 and 8, interpretation of events organized by the Nuremberg Academy)

Technical, organisational, and personal abilities:

The tender is open for bids from individual persons as well as for companies offering proof reading services, translation and/or interpretation services. In case of company offers, the staff members foreseen to work together with the Nuremberg Academy, need to produce the same information as individual bidders. Offers referring to anonymous freelancers or unnamed subcontractors will not be accepted.

For each person (individual or staff member), the following details need to be provided in a short CV (max. 4 pages):

- Name
- Education and diplomas obtained
- Professional experience (please name employers and indicate your main fields of work)
- Indication of mother tongue(s)
- Additional qualifications and experience (if relevant)
- Proof of proficiency level of C2 for languages relevant which are not mother tongue(s) in accordance with the Common European Framework of Reference for Languages

In case you are interested in this tender, we are looking forward to receiving your application and the documentation requested for each lot until 15 March 2021 at 22:00 hrs. CET. Offers may only be sent via email to admin@nurembergacademy.org

We will invite up to five bidders for each lot to a more detailed interview, practical tests and presentation.

Offers shall remain valid for ninety (90) days after the tender closure date.

The procurement documents are also available for unrestricted and full direct access, free of charge, at: bund.de

All prices must be indicated in Euro including VAT.

For inquiries, please contact Ms. Petra Härtel, Head of Administration by email: admin@nurembergacademy.org

Lot 1: Translation services English/German and German/English

The Nuremberg Academy is regularly publishing various sorts of publications e.g., annual reports, conference reports, guidelines, training manuals on various legal and related topics etc. (see our website for examples). The Nuremberg Academy also publishes articles on its website. Through an external publisher, the Academy also publishes authored books, anthologies, and the like.

For these products, the Academy is looking for qualified and reliable translators, who deliver high quality translations of texts with content related to international criminal law, international humanitarian law and neighbouring disciplines in a short period of time.

The amount of work depends on the nature and number of texts published by the Academy and may vary.

It is foreseen that the Academy dispatches the texts to be translated via email together with a required delivery date. In case the first contracted party on the list cannot deliver, the Academy is free to offer the task to the next bidder on the list.

The Academy also plans the creation of a glossary containing translations of the most relevant and repeatedly occurring phrases (around 300), which shall be binding for future translations from all providers. This glossary (terminology bulletin) shall be established during the first three months.

Please include the following details in your offer:

- Price per word translated, including taxes
- Price per word revised, including taxes (revisions of translations will not be the rule but might be requested in individual cases)
- Additional costs per translation job (if applicable), including taxes
- Price for the glossary
- Amount of time required regularly for a translation (pages per working day)
- Additional information about reference projects, in particular in the fields of law, international criminal law, human rights or related fields (type of translation, client, in case the name can be disclosed, your role in the project, quantity of personally delivered services)

Lot 2: Translation services English/French and French/English

The Nuremberg Academy is regularly publishing various sorts of publications e.g., annual reports, conference reports, guidelines, training manuals on various legal and related topics etc. (see our website for examples). The Nuremberg Academy also publishes articles on its website. Through an external publisher, the Academy also publishes authored books, anthologies, and the like.

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- Additional information about reference projects (type of translation, client, in case the name can be disclosed, your role in the project, quantity of personally delivered services)

Lot 3: Translation services German/French and French/German

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For these products, the Academy is looking for qualified and reliable translators, who deliver high quality translations of texts with content related to international criminal law, international humanitarian law and neighbouring disciplines in a short period of time.

The amount of work depends on the nature and number of texts published by the Academy and may vary.

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Lot 4: Copy-editing and/or Proofreading services for English texts

The Nuremberg Academy is regularly publishing various kinds of publications, e.g., annual reports, conference reports, guidelines, training manuals on various legal and related topics etc. (see our website for examples). The Nuremberg Academy also publishes articles on its website. All texts shall be copy-edited or proof-read before publication.

For these products, the Academy is looking for qualified and reliable proof-readers and copy-editors of English texts, who deliver high quality reviews and full editing of texts with content related to international criminal law, international humanitarian law and neighbouring disciplines in a short period of time, ensuring accuracy of language, phrasing, syntax, spelling, punctuation, consistency with the style guide, capitalisation etc.

The amount of work depends on the nature and number of texts published by the Academy and may vary.

It is foreseen that the Academy dispatches the texts to be copy-edited or proof-read via email together with a required delivery date. In case the first contracted party on the list cannot deliver, the Academy is free to offer the task to the next bidder on the list.

Requested services include:

- Accuracy of language (vocabulary, phrasing, grammar, punctuation)
- Consistency of style, especially if texts are written by several authors
- Consistency of citation, abbreviations, capitalisation etc.
- If applicable: checking of sources or references, including footnotes

Please include the following details in your offer:

- Price per page copy-edited or proofread, including taxes
- Additional costs per copy-editing/proofreading job (if applicable), including taxes
- Amount of time required regularly for a task (pages per working day)
- Additional information about reference projects (type of texts and services provided, client, in case the name can be disclosed, your role in the project, quantity of personally delivered services)

Lot 5: Copy-editing and/or Proofreading services for German texts

The Nuremberg Academy is regularly publishing various kinds of publications, e.g., annual reports, conference reports, guidelines, training manuals on various legal and related topics etc. (see our website for examples). The Nuremberg Academy also publishes articles on its website. All texts shall be copy-edited or proof-read before publication.

For these products, the Academy is looking for qualified and reliable proof-readers of German texts, who deliver high quality reviews and final edits of texts with content related to international criminal law, international humanitarian law and neighbouring disciplines in a short period of time, ensuring accuracy of language, syntax, spelling, punctuation, consistency with the style guide, capitalisation etc.

The amount of work depends on the nature and number of texts published by the Academy and may vary.

It is foreseen that the Academy dispatches the texts to be copy-edited or proof-read via email together with a required delivery date. In case the first contracted party on the list cannot deliver, the Academy is free to offer the task to the next bidder on the list.

Requested services include:

- Accuracy of wording (vocabulary, grammar, punctuation) regarding language
- Consistency of style, especially if texts are written by several authors
- Consistency of citation, abbreviations, capitalisation etc.
- If applicable: checking of sources or references

Please include the following details in your offer:

- Price per page copy-edited or proofread, including taxes
- Additional costs per copy-editing/proofreading job (if applicable), including taxes
- Amount of time required regularly for a task (pages per working day)
- Additional information about reference projects (type of texts and services provided, client, in case the name can be disclosed, your role in the project, quantity of personally delivered services)

Lot 6: Copy-editing and/or Proofreading services for French texts

The Nuremberg Academy is regularly publishing various kinds of publications, e.g., annual reports, conference reports, guidelines, training manuals on various legal and related topics etc. (see our website for examples). The Nuremberg Academy also publishes articles on its website. All texts shall be proof-read before publication.

For these products, the Academy is looking for qualified and reliable proof-readers of French texts, who deliver high quality reviews and final edits of texts with content related to international criminal law, international humanitarian law and neighbouring disciplines in a short period of time, ensuring accuracy of language, syntax, spelling, punctuation, consistency with the style guide, capitalisation etc.

The amount of work depends on the nature and number of texts published by the Academy and may vary.

It is foreseen that the Academy dispatches the texts to be copy-edited or proof-read via email together with a required delivery date. In case the first contracted party on the list cannot deliver, the Academy is free to offer the task to the next bidder on the list.

Requested services include:

- Accuracy of wording (vocabulary, grammar, punctuation) regarding language
- Consistency of style, especially if texts are written by several authors
- Consistency of citation, abbreviations, capitalisation etc.
- If applicable: checking of sources or references

Please include the following details in your offer:

- Price per page copy-edited or proofread, including taxes
- Additional costs per copy-editing/proofreading job (if applicable), including taxes
- Amount of time required regularly for a task (pages per working day)
- Additional information about reference projects (type of texts and services provided, client, if the name can be disclosed, your role in the project, quantity of personally delivered services)

Lot 7: Interpretation services English/German and German/English

Required services include simultaneous or consecutive interpretation between English and German in both directions. Simultaneous interpretation may be required by means of interpretation equipment (either with an interpretation booth or with mobile equipment and without a booth, or for digital meetings through Zoom or a similar video conference software, or through whispering interpretation (chuchotage) during public and/or internal events (meetings, specialised workshops, lectures, meetings of statutory bodies of the Academy).

The extent of the services required depends on the number and type of events organised by the Academy. The Academy holds at least two statutory meetings in Nuremberg of two days each per year with the working languages being English and German.

It is foreseen that the Academy approaches the interpreter indicating details on the type of event, mode of interpretation, subject of the meeting and date and venue. In case the first contracted party on the list cannot deliver, the Academy is free to offer the task to the next bidder on the list.

Please include the following details in your offer:

- Price per day, including taxes
- Price per hour, including taxes (please indicate the minimum number of hours per event)
- Cancellation rates in case that events must be cancelled
- Additional costs (e.g., travel cost, cost of mobile interpretation equipment etc.), including taxes
- Additional information about reference projects in particular in the fields of law, international criminal law, human rights or related fields (type of events, mode and languages for which interpretation services were provided, client, in case the name can be disclosed, your role (e.g., single interpreter, head of team etc.), quantity of personally delivered services in hours)

The Academy may organise practical tests before the final decision is made. The test may include a mock interpretation.

Lot 8: Interpretation services English/French and French/English

Required services include the simultaneous or consecutive interpretation between English and French in both directions. Simultaneous interpretation may be required by means of interpretation equipment (either with an interpretation booth or with mobile equipment and without a booth, or for digital meetings through Zoom or a similar video conference software, or through whispering interpretation (chuchotage) during public and/or internal events (meetings, specialised workshops, lectures, meetings of statutory bodies of the Academy).

The extent of the services required depends on the number and type of events organised by the Academy.

It is foreseen that the Academy approaches the interpreter indicating details on the type of event, mode of interpretation, subject of the meeting and date and venue. In case the first contracted party on the list cannot deliver, the Academy is free to offer the task to the next bidder on the list.

Please include the following details in your offer:

- Price per day, including taxes
- Price per hour, including taxes (please indicate the minimum number of hours per event)
- Cancellation rates in case that events must be cancelled
- Additional costs (e.g., travel cost, cost of mobile interpretation equipment etc.), including taxes
- Additional information about reference projects in particular in the fields of law, international criminal law, human rights or related fields (type of events, mode and languages for which interpretation services were provided, client, in case the name can be disclosed, your role (e.g., single interpreter, head of team etc.), quantity of personally delivered services in hours)

The Academy may organise practical tests before the final decision is made. The test may include a mock interpretation.