

Date: 12.05.2025

CALL FOR TENDER AP0486 / K210

IKI CREAM-webinar and meeting series translation

With this invitation to tender, the Common Wadden Sea Secretariat (CWSS) of the Trilateral Wadden Sea Cooperation (TWSC) is seeking professional translators to provide English-French translation in meetings and webinars for the project titled “*Climate Resilience for Critical Sites for Migratory Birds and People along the East Atlantic Flyway (CREAF)*”. Professional interpretation is required for a total of eight sessions throughout 2025, between mid-June and early December. All the sessions will be online, using Zoom and include up to 40 members of the IKI-CREAM consortium, joining the sessions from Europe and West Africa.

CWSS invites qualified consultants to submit a written proposal with the subject line “IKI CREAM Interpretation” to Rebecca Stewart, Common Wadden Sea Secretariat, (stewart@waddensea-secretariat.org) **no later than 26 May 2025 / EOB.**

Please find the terms of reference and further information following.

1. Background

Project title: *Climate Resilience for Critical Sites for Migratory Birds and People along the East Atlantic Flyway (CREAF)*

Funder: *International Climate Initiative (IKI), Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), Germany*

Summary: The CREAM project is a large-scale, multi-country conservation initiative along the East Atlantic Flyway, working with local communities, site managers, researchers, and policymakers along the Atlantic Coast of West Africa to improve wetland conservation for the benefit of migratory birds. Not all partners speak the same language and as a multi-national project, the official working languages are French and English. To ensure inclusiveness and professionalism, we require the services of professional interpreters for a planned series of meetings and webinars.

Purpose: To ensure all project partners (local and international) are included and able to understand and contribute to discussions in the webinars and consortium meetings.

2. Scope of work and key tasks

Audience: Partners across Africa and in Europe.

Format: Online, by Zoom.

Duration: 8 sessions of up to 3 hours each (details below) expected to take place between 12th June 2025 and 12th December 2025

Deliverables

- Familiarise with the project materials, provided by CWSS
- Provide professional online English-French interpretation for the project consortium for all of the planned sessions.

3. Key tasks

- Professional online English- French Interpretation for all of the planned sessions
- Preview shared materials to familiarise with the topic of the meeting/webinar before the session

Date, time, duration*	Session Name	Description
12 th June 2025 14:00-17:00 CEST	Gender Training 1	Gender Expert delivering training to a consortium of up to 20 people in (possibly) interaction sessions using Zoom.
17 th June 2025 14:00-17:00 CEST	Gender Training 2	Second part of gender training, with question-and-answer session
26 th June 2025 16:00-17:00 CEST	Results of the EAF Flyway Report webinar	Presentation and discussion of the result of the East Atlantic Flyway Report Presentation and discussion of the EU Technical Support Instrument (TSI) flyway project
8 th July 2025 14:00-17:00 CEST	Consortium meeting	All consortium members meeting to discuss activities, successes and challenges.
25 th September 2025 16:00-17:00 CEST	Webinar – topic tbc	tbc
8 th October 2025 14:00-17:00 CEST	Consortium meeting	All IKI CREAM consortium members meeting to discuss activities, successes and challenges.
2 nd December 16:00-17:00 CET	Webinar – topic tbc	tbc
10 th December 14:00-17:00 CET	Consortium meeting	All IKI CREAM consortium members meeting to discuss activities, successes and challenges.

**dates are booked but subject to flexibility*

4. Budget

Tenders should provide a brief description of the approach to the brief and a budget proposal that best reflects the requested work as needed.

Proponents are advised that this assignment includes both one-hour webinars (three sessions) and longer, more demanding three-hour training or consortium meetings. We expect proposed budgets to reflect the differing intensity and duration of these sessions. If you are not available for all sessions, you are encouraged to submit a partial proposal, clearly indicating which sessions you are able to cover.

Tender fees should be fully inclusive.

Costs for online delivery platforms are not part of this contract and will be covered by other budget lines.

5. Time schedule

Invitation to submit a tender	12 May 2025
Deadline for delivery of tenders	26 May 2025
Decision and selection of a trainer	29 May 2025
First session preparation	2 June 2025
First session delivery (see table above)	12 June 2025

6. Proposed tender format

Proposals should be submitted electronically, in a format that allows uniform review and easy access to information to help CWSS make the selection. To assist the evaluation process, the proposal shall contain the following information:

Letter of interest and signature page (max. 2 pages per agency/interpreter)

This letter should include general information about the agency/interpretation offer such as: description of all services offered, the total years in business, number of employees, office location(s), etc. include name, home address and email for authorised contact concerning proposal.

Budget (1 page)

Approach to delivery (max. 2 pages)

Short description of services offered describing how you would approach the brief, and how you will work with the client (the project consortium members and CWSS).

Relevant qualifications of the consultant/trainer (max. 2 pages)

Outline experience in carrying out similar assignments (including references from previous projects). Include a CV of the interpreter(s) as an appendix (appendix not included in the page count).

7. Selection criteria

Award of the contract will be based on the best value service, which may or may not be the tender with the lowest cost. Incoming offers will be compared according to:

- 30% price (value for money)
- 35% consistency and quality of the offer in terms of the proposed approach
- 35% Proven expertise (information on expertise, CV experience of the trainer).

8. Contact address

Please submit your proposal with the subject line “IKI CREAM Interpretation” **no later than 26 May 2025 / EOB to:**

Rebecca Stewart
Common Wadden Sea Secretariat
Virchowstrasse 1
D 26382 Wilhelmshaven
Phone: +49 4421 9108 16
Mobile: +49 170 9108016
Email: stewart@waddensea-secretariat.org

Note: This tender is issued with a 14-day submission period due to its limited scope and the fact that the training dates have already been confirmed with partners.