

Translation Services

About Community Building Mitrovica

Community Building Mitrovica (CBM) is a local non-governmental organization (NGO) operating in the field of peace and community building in the wider region of Mitrovica, northern municipalities of Kosovo. The overall aim of CBM is to facilitate contact and dialogue between citizens in the whole Mitrovica municipality. CBM's staff consists of devoted citizens – both Kosovo Serbs and Kosovo Albanians – who grew up in this region and want to restore the previous confidence and even friendship that war and politics have destroyed. By supporting many concrete projects which address the direct needs of the local communities, CBM contributes modestly to this goal. The work of the past few years has gained the organization a strong reputation on both sides of the Iber/Ibar river. Fields in which CBM operates are: Interethnic Dialogue, Good Governance, Socio-Economic Development. Additionally, CBM works on various initiatives with the media, and pays special attention to youth and their informal education, and empowering women. CBM's projects are open to members of all communities living in the Mitrovica region and beyond. CBM often collaborates with other NGOs, helps out with local initiatives, and works with local governmental institutions and international organizations in order to initiate, to develop, and to implement activities for the benefit of the communities, in Mitrovica, its region, and outside of it.

Purpose of the Assignment

The purpose of this contract is as follows:

- Providing translation and interpretation services for the purposes of the organization.

Expected specific assignment

- Provide Translation services (from English, Serbian into Albanian and vice versa);
- Supply equipment during the interpretation/translation;
- Provide Zoom Platform;
- Provide Live Stream during the events and/or conferences;
- It is expected that the company commits to engaging with CBM for a period of no less than a year.

Experience and knowledge

- Three or more years of experience in the translation/interpretation field;
- To be fluent in English and the local languages (Serbian or Albanian);

Professionalism

- Demonstrates professional competence and mastery of subject matter.

Deadline and submission of expression of interest:



To apply for this position, CBM invites interested individuals or companies, to submit the following documents listed below by April 11th (Monday) CoB, 2022 to the following mail address: procurement@cbmitrovica.org

- Financial proposal – breakdown and description of the specific services compared to the content (translation for one half day, translation for one full day)
- References from previous work.

Evaluation and Selection Process

The selected contractor will be responsible for designing and executing all of the activities described in this TOR in collaboration with the project team. The selection process for the expert will be based on the set of criteria developed by the CBM Evaluation Committee to evaluate the proposals. The Committee will evaluate the proposals by using the combined scoring method. Technical proposals will account for 60% of the evaluation whereas financial proposals will account for 40% of the evaluation.