



REQUEST FOR EXPRESSIONS OF INTEREST

N° COI/GCCA/AMI/2020/010

PROJECT: FED/2019/411-412 INTRA ACP GCCA+ IOC

RECRUITMENT OF A SIMULTANEOUS INTERPRETATION AND TRANSLATION SERVICES COMPANY/FIRM TO SUPPORT PROGRAMME ACTIVITIES OF THE IOC

1. The Indian Ocean Commission (IOC) has received funding from the European Union to cover the cost of the Project "Capacity Building of the Indian Ocean Commission, South West Indian Ocean Islands and Zanzibar in Climate Negotiations and Preparation for the Implementation of the Paris Agreement on Climate Change", and intends to use part of this funding to finance services related to the "Recruitment of a simultaneous interpretation and translation services company for the implementation of project activities. »
2. The services under this contract are to provide interpretation services and equipment for meetings / seminars / workshops and conferences organised by IOC between January and December 2021, renewable for a similar period (one year) after evaluation of the services.
3. The Indian Ocean Commission invites firms or companies to apply to provide the services described above. Interested firms must provide information on their capabilities and experience demonstrating that they are qualified to perform the services:
 - a. Relevant experience and proven experience in providing interpretation services from English to French and Portuguese and vice versa (a letter of recommendation from the clients concerned will be an asset)
 - b. At least three (3) years of progressive interpretation work from English to French and Portuguese and vice versa with the government and/or regional/international organisations such as donors (EU, AFD, UN System, World Bank, ADB and others), international NGOs and civil society.
 - c. Possession of adequate and quality interpretation equipment
 - d. Possession of a dynamic human resources team.
 - e. Possessing the ability to do simultaneous interpretation at a distance
4. Interested firms can obtain further information at the address mentioned below during the following office hours: from 8.30 am to 4.30 pm.
5. Expressions of interest consisting of the following files: (i) an introductory letter from the firm, (ii) a portfolio detailing the activities undertaken, (iii) a technical offer summarizing the understanding of the assignment and an estimated cost for a face-to-face and/or virtual workshop. Applications must be submitted or emailed to the address below and no later than 16.00 (Mauritius time) on 26 December at 16.00 (Mauritius time) with the **mention "Intra ACP GCCA+ COI Project Recruitment of a simultaneous interpretation and translation services company"**.

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