



Call for tenders

“Updated European Charter for Equality” - Translations

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are 60 national associations of municipalities and regions from 40 European countries. Together these associations represent some 100,000 local and regional authorities. CEMR’s objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange of information and knowledge between its member associations and their elected officials and experts.

1. Purpose of the Contract

The work is part of the REALIST project activities supported by the European Commission, European Education and Culture Executive Agency (EACEA), under the CERV Operating Grants Framework Partnerships CERV-2021-OG-SGA, introduced by CEMR.

2. Tender Specifications for “Updated European Charter for Equality”

Tender specification to provide translations of 2 documents related to the update of the European Charter for Equality of Women and Men in Local Life and particularly on the theme of gender equality, diversity and intersectionality as they relate to the competences of local and regional governments in Europe.

3. Publication of the Tender Specifications

Date of publication on the CEMR website: 26 August 2022. In order to ensure a large visibility to this tender, CEMR will publish it on its websites (ccre.org, charter-equality.eu). CEMR will keep this tender online until 12 September 2022 (23:59:59 CEST).

4. Language of the Tender

The offers must be written in English.

5. Deadline

The deadline for the submission of the tender is on Tuesday, 13 September 2022 (23:59:59 CEST).



6. Tasks To Be Performed by the Contractor

6.1 Description of Tasks

The contractor will translate 2 documents that will be provided in English:

- a) Document 1, titled “European Charter for Equality of Women and Men in Local Life 2.0”, consisting of 44 pages, to be translated into 28 languages (the original text being written in English): Albanian, Basque, Bosnian, Croatian, Czech, Dutch, Estonian, Finnish, French, Georgian, German, Greek, Hungarian, Icelandic, Italian, Latvian, Lithuanian, Macedonian, Norwegian, Polish, Portuguese, Romanian, Serbian, Slovak, Spanish, Swedish, Turkish, Ukrainian;
- b) Document 2, titled “European Charter for Equality signature certificate”, consisting of 1 page, to be translated into 28 languages (the original text being written in English): Albanian, Basque, Bosnian, Croatian, Czech, Dutch, Estonian, Finnish, French, Georgian, German, Greek, Hungarian, Icelandic, Italian, Latvian, Lithuanian, Macedonian, Norwegian, Polish, Portuguese, Romanian, Serbian, Slovak, Spanish, Swedish, Turkish, Ukrainian;

7. Expertise Required

The contractor would be expected to demonstrate experience of translating documents related to the thematic of European policies and/or gender equality.

8. Time Schedule

The deadline for the contractor to send all translated documents is 31 December 2022.

9. Payments and Standard Contract

The contract will be drawn up between CEMR and the contractor. The payment will be in 2 phases: 30% at the signature of the contract; 70% after acceptance by CEMR of all translated documents.

10. Selection Criteria

The contractor will be expected to demonstrate the expertise as listed in section 7 of the present document. The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the above-mentioned criteria.

11. Content of the Bids

The tenderer will provide information about the capacity to carry out the work under this contract. Tenderers will provide with their offer:

- a) A cover letter containing the following information: organisation name/name of the tenderer if self-employed, contact person and contact details, the VAT number, and the registration number;
- b) A financial proposal: the price offer must be quoted in euros and indicate the rate per word per language and per document. Prices can be subject to revision if the provided number of pages of the document is modified in the meantime.

12. Process

The offers will be reviewed on 14 September 2022. The final decision will be communicated to all applicants. The contract will be signed and documents will be sent no later than 19 September 2022.

How to apply

If you wish to express your interest, please submit a tender electronically no later than Tuesday, 13 September 2022 (23:59:59 CEST). to the following email address: beatrice.tommasi@ccre-cemr.org. Any further question may be sent to Beatrice Tommasi. Additional information is available on the [CEMR website](#) and the [Observatory of the European Charter for Equality](#).

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