

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment name	Translation and interpreting services for the Anti-Corruption Fund (Fonds de lutte contre la corruption)
Beneficiary	Expertise France, Anti-Corruption Fund/Fonds de lutte contre la corruption – 23GOVOC329
Country	North Macedonia, Moldova, Montenegro
Total estimated number of days	N/A (framework contract)

II. Context and justification of the need

The Anti-Corruption Fund is operating in North Macedonia, Moldova and Montenegro. In these three countries, the Fund works with national institutions whose staff do not always speak English or French. For its operations, the Fund therefore needs to be able to contract with translators and interpreters who can help with the translation of documents or the interpreting during in person or online meetings, from English to local language, French to local language, and/or the other way around.

III. Objectives and desired results

1) General objective

The objective of the assignment is to provide translation and interpretation services for the Anti-Corruption Fund.

2) Specific objectives

1. Provide translation and interpretation services in North Macedonia
2. Provide translation and interpretation services in Moldova
3. Provide translation and interpretation services in Montenegro

3) Anticipated results

Capacity of the Anti-Corruption Fund to obtain translated documents and communicate with beneficiaries and stakeholders.

IV. Description of the assignment**1) Planned activities**

Each specific activity will be described in the purchase orders.

Post-assignment follow-up

- Submission of bill
- Submission of timesheet

2) Anticipated deliverables

Deliverables	End date
North Macedonia	
1. Translated document French > Macedonian or Macedonian > French	Depending on document
2. Interpreting during meetings French > Macedonian and Macedonian > French	N/A
3. Translated document English > Macedonian or Macedonian > English	Depending on document
4. Interpreting during meetings English > Macedonian and Macedonian > English	N/A
Moldova	
5. Translated document French > Moldovan or Moldavan > French	Depending on document
6. Interpreting during meetings French > Moldovan and Moldavan > French	N/A
7. Translated document English > Moldovan or Moldavan > English	Depending on document
8. Interpreting during meetings English > Moldovan and Moldavan > English	N/A
Montenegro	
9. Translated document French > Montenegrin or Montenegrin > French	Depending on document
10. Interpreting during meetings French > Montenegrin and Montenegrin > French	N/A
11. Translated document English > Montenegrin or Montenegrin > English	Depending on document
12. Interpreting during meetings English > Montenegrin and Montenegrin > English	N/A

3) Coordination

The service provider shall designate a single contact person for project implementation purposes. Ms Gaëlle Ouabouabele will be the service provider's sole contact person for Expertise France
E-mail: gaelle.ouabouabele@expertisefrance.fr

Close collaboration must take place with the project's team from assignment preparation right up to completion. Furthermore, regular exchanges must take place with the project's team on assignment progress and any difficulties that may be encountered.

V. Place, duration and terms of performance

- 1) **Implementation period:** 24-28 months
- 2) **Start date:** as soon as possible in November 2025
- 3) **End date (of the project):** 31st of December 2027
- 4) **Effective duration per assignment:** according to purchase orders
- 5) **Schedule/programme:** according to purchase orders

VI. Required expertise and profile

- 1) **Number of experts per assignment:** according to purchase orders
- 2) **Profile of the designated experts responsible for contract execution**

A. Qualifications and skills:

- Holder of a university degree in translation/interpreting or other relevant degree.
- Excellent qualities/capacities in communication.
- High proficiency in written and spoken French or English.

B. General professional experience

- Professional experience of at least 1 year related to translating and/or interpreting in either :
 - o Macedonian-French
 - o Macedonian-English
 - o Moldovan-French
 - o Moldovan-English
 - o Montenegrin-French
 - o Montenegrin-English
- Understanding of the issues relating to anticorruption / justice / reform / EU integration / public administration.

C. Specific professional experience

- Prior experience in interpreting in official meetings / meetings with national authorities an asset ;
- Prior experience in translating and interpreting in the field of anticorruption / justice / reform / EU integration / public administration an asset.

VII. Assignment reports

A bill and timesheet (template provided) must be forwarded by e-mail on conclusion of the assignment.

VIII. Practical information

Practical information related to each assignment will be submitted via email to the selected expert(s) by the project's team.