

Call for Tender

Seeking translation services for the European Project VOICES – Views, Opinions and Ideas of Citizens in Europe on Science

*Ref.: SiS.2013.1.2.1-1 - Citizen's active participation in EU Research and
Innovation policy-making (Coordination and Support Actions: Grants to
Named Beneficiary)*

**VOICES is EU funded project coordinated by Ecsite, the European
Network of Science Centres and Museums.**

VOICES is a Europe-wide public consultation process in the area of urban waste to pilot a methodology and process to involve European citizens in the definition of research priorities.

Members of the Ecsite network will host 99 focus groups, involving a total of 990 citizens in all 27 European countries to provide ideas, values, needs and expectations about the theme “Urban waste and innovation”.

The methodology used for the public consultation adheres to the highest academic standards and will be validated by an advisory group. The data from the consultations will be analyzed by the VOICES academic team.

A series of public events will disseminate the results of the consultations and will highlight the participatory process. Moreover, an on-line tool will document the entire process and will provide open data access to the results of the consultation. The project will be externally evaluated with respect to process and outcomes.

Due to the wide scale of the project, it is consequently crucial that precise, high-quality translations are guaranteed.

Ecsite is therefore opening a call for tender to select a translation agency who will be responsible for all the translations requirements of the project. Specifically, the subcontracted translation agency will be required to translate the following:

<p>8 pages briefing (500 words/page) from English to 22 languages (Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish).</p>	<p>4.000 words * 22 languages = 88.000 words</p>
<p>8 pages briefing (500 words/page) for English revision.</p>	<p>4.000 words English revision</p>
<p>20 pages per focus group transcript (500 words/page) from 22 European languages (Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish) to English</p>	<p>10.000 words (in each EU language) * 22 languages to English = 220.000 words</p>
<p>3 pages per focus group reports (500 words/page) from 22 European languages (Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish) to English</p>	<p>10.000 words (in each EU language) * 22 languages to English = 33.000 words</p>
<p>Total</p>	<p>341.000 words</p>

Please note that words' numbers are indicative.

Essential requirements

The selected translation agency must:

- Provide certified high-quality services.
- Demonstrate to be able to manage and translate documents from and to all 23 European languages.
- Be legally based in a European country.

Preferred requirements

The selected translation agency should:

- Be familiar with science communication field.
- Be LICS¹ certified.
- Demonstrate previous experiences in handling translation to a very high number of languages in a short time (all translations will need to be terminated in one to two weeks time maximum).

Interested organization should submit their bid specifying

- **the price per word² per language of translation,**
- **a description of the organization**
- **and the experience in the field (and eventually specific experience in the field of science communication³**

by Friday 22 February 2013 at 5pm CET to Marzia Mazzonetto, VOICES Coordinator: mmazzonetto@ecsite.eu

¹ Language Industry Certification System European Standards EN 15038:2006

² The price must be expressed in euro (EUR)

³ Tenderers must clearly show that they have the professional competence to carry out the work.