



Call for Service: Translator/Interpreter

FSM-2025-04-03

**The initiative is financed by the European Union.*

Solidarity Fund PL in Georgia is seeking a qualified company or individual to provide interpretation/translation services from English to Georgian and vice versa.

Service requested: Provision of Georgian-English translation, interpretation, and proofreading services for various projects of Solidarity Fund PL in Georgia.

1. The tasks under planned assignment are as follows:

Selected (shortlisted) candidates shall convert written materials from one language into another, ensuring that the translated version conveys the same meaning as the original, is linguistically correct in the target language, and preserves the original tone and context. They shall also communicate spoken messages with efficiency and clarity.

1.1. Oral translation: Simultaneous and/or consecutive translation during meetings, conferences, workshops (both in-person and/or online), individual simultaneous translation (whispering).

1.2. Written translation: Full texts, film subtitles, texts in tables, letters, reports, articles, etc.

- Translate with careful attention to providing proper context, meaning, tone and special wording;
- Verify, modify and edit translations to guarantee that the final content is consistent with original material;
- If needed, refer to SFPL member for additional clarification or assistance in special terms and names;
- Translation of specific texts about digitalisation, energy efficiency, climate changes, government regulations, administration etc.

1.3. Proofreading service: Proofreading of different types of texts and writings, tables, diagrams, letters, projects, etc. Check and thoroughly review a document, text, before it's printed, or published to make sure it's complete and correct, clerically and linguistically.

2. Duration of the assignment:

Upon request during the year of 2025, until December 31st, including with possible term of extension, subject to terms and conditions of the agreement to be signed between parties.

3. Place(s) of Assignment

Online and in-person services in Georgia (including business trips to regions).

4. Minimum requirements

4.1. Providing a CV indicating Georgian as a native language and English proficiency at a minimum of C1 level.



- 4.2. Providing minimum 2 reference contact.
- 4.3. Minimum experience in translation - 1 year;
- 4.4. Must respond to a request for service within 24 hours;
- 4.5. Availability to go on business trips in Georgian Regions;

Offers from service providers that do not meet the minimum criteria will be rejected for formal reasons.

5. Criteria for selection of the Applicant (max. 120 points) (Price, Experience, Interview, availability, translation speed and notary service). **Only shortlisted candidates will be invited for language assignment, both oral and written.**

A) Experience (10 points)

Experience in oral translation

- over 5 years of experience – 2.5 points
- 1 to 5 years of experience – 1 point
- below 1 year of experience – rejection of the offer for formal reason

Experience in written translation

- over 5 years of experience – 2.5 points
- 1 to 5 years of experience – 1 point
- below 1 year of experience – rejection of the offer for formal reason

Experience in online translation

- over 5 years of experience – 2.5 points
- 1 to 5 years of experience – 1 point
- below 1 year of experience – rejection of the offer for formal reason

Experience in proofreading

- over 5 years of experience – 2.5 points
- 1 to 5 years of experience – 1 point
- below 1 year of experience – rejection of the offer for formal reason

b) Interview (40 points)

The in-person interview will comprise of competency-based tasks to verify the candidate's experience in the indicated linguistic areas.

c) Availability and translation speed (20 points)

Availability:

- If a person is available within 24 hours – 10 points
- If a person is available within 48 hours – 6 points
- If a person is available within 72 hours – 3 point
- If a person is available within more than 72 hours – 0 points.

Availability for business trips within Georgia



- If a person is available several times in month – 5 points
- If a person is available several times in quarter – 3 points
- If a person is available several times in a year – 1 point

Translation speed

- If a person produces 3 pages of translated text per day or is able to work/orally translate 8 hours per day – 5 points
- If a person is able to translate 2 pages per day or work/orally translate 4 hours per day – 3 points
- If a person is able to translate only 1 page and work/orally translate less than 4 hours – 1 point

d) Availability to provide notary services for translated documents (10 points)

The ability to offer notary services for translated documents, either directly or through a trusted partner, will be considered an asset.

e) Price - (40 points)

Assessment under the criterion „price” will be based on the following formula:

$$P = P_{\min} / P_{\text{of}} \times 40 \text{ points}$$

where:

P_{\min} - the lowest proposed price

P_{of} – price presented in the examined offer

P – the number of points awarded to the examined offer under the price criterion, rounded to the full number.

Selection will be made for the following types of service separately:

- *Written translation*
- *Oral translation*
- *Online translation*
- *Proofreading*

However, candidates with broader scope service will be preferred.

*Comparison of weight of price and quality criteria (experience, availability, translation speed and interview) is 40/60%.

6. Information about price:

6.1. The price should be specified in GEL and rounded to two decimal places. The price should be given in:

a) per page (1800 signs with spaces) – in case of written translation/ proofreading

b) per hour – in case of oral/online translation

6.2. The price may be offered in NET (for physical persons) value, that must be clearly indicated, or GROSS, that should include all costs incurred by the Contracting Authority as part of the



service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

6.3. Settlements between the Contracting Authority and the Contractor will be conducted in GEL depending on the Contractor's place of tax residence and in relation to the current Euro exchange rate of the National Bank of Georgia.

7. Requested Documentation:

7.1. **Fiscal Statement** filled in Georgian and English languages signed and scanned in PDF format. [To download click here.](#)

7.2. **Application FORM** filled in English language signed and scanned in PDF format. [To download click here.](#)

8. SUBMISSION

Application must be submitted no later than 1 May 2025, until 23:59, Tbilisi time to the address: redi@solidarityfund.pl

9. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL in Georgia's official website <https://participatoryhub.ge/>

10. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SFPL (except for personal data, which will be anonymized).

11. Solidarity Fund PL, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

12. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01-612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. The data controller is Solidarity Fund PL in Georgia, 20 Chavchavadze Avenue, Apartment #3, floor 2, 0179 Tbilisi, Georgia. To exercise your rights, please contact the SFPL in Georgia directly at georgiarep@solidarityfund.pl – we are committed to protecting your rights to the best of our ability.