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Interpretation at ESIWA Activities in Bogor on 23-26 April 2024 and in Jakarta on 07-08 May 2024

	Project number/ cost centre:
	70.3008.3-001.00

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0. List of abbreviations

AA	German Federal Foreign Office
AVB	General Terms and Conditions of Contract
CT/P-CVE	Countering terrorism/preventing violent extremism
CSDP	Common Security and Defence Policy
EF	Expertise France
ESIWA	Enhancing Security Cooperation in and with Asia
FPI	Service for Foreign Policy Instruments
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
PI	Partnership Instrument
ToR	Terms of reference

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1. Project Background

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project "Enhancing Security Cooperation in and with Asia" within the framework of the of the European Commission's Service for Foreign Policy Instruments' (FPI) Partnership Instrument (PI) to support tailor-made security cooperation in and with India, Indonesia, Japan, Malaysia, the Republic of Korea**,** Singapore, Thailand and Vietnam. The Action is co-financed by the European Commission, the German Federal Foreign Office (AA) and the French Ministry of Foreign Affairs (in-kind) and implemented by GIZ International Services in co-operation with Expertise France (EF). Colleagues from GIZ and EF together form the ESIWA project team.

The overall objective of the Action is to enhance the EU's security and defence cooperation in and with Asia, and the EU's visibility as a security actor. Specifically, deeper and more operational security dialogues with partner countries shall be supported; greater convergence between the policies and practices of the EU and the partner countries, including related gender equality policies and links to National Action Plans on UNSCR 1325 on women, peace and security, shall be promoted; and international awareness and acknowledgement of the EU as a security provider shall be increased.

Its specific objectives are as follows:

- **Support to policy dialogue**: to support deeper and more operational security dialogues with partner countries.
- **Cooperation and capacity building**: to promote greater convergence between the policies and practices of the EU and the partner countries, including related gender equality policies and links to National Action Plans on UNSCR 1325 on women, peace and security.
- **Public diplomacy**: to increase international awareness and acknowledgement of the EU as a security provider.

The Action shall help to establish close and sustainable cooperation links with relevant actors in above mentioned Asian partner countries in four thematic pillars: (1) countering terrorism/preventing violent extremism (CT-P/CVE), (2) cyber security, (3) maritime security and (4) crisis management (CSDP/peacekeeping operations). GIZ is responsible for implementing events under the thematic pillars 1 and 4. The project started on 1 April 2020 with a one-year inception phase and a duration of four years. The highly political/diplomatic nature of the project (environment, actors, objectives, activities) is emphasized.

1.1. Context of the Assignment

ESIWA is looking for two experienced interpreters based in Jakarta, Indonesia, that would support the realization and reporting of **two activities in Bogor 24 & 25 May and in Jakarta 07 & 08 May 2024**.

Event A: Southeast Asia Regional Seminar on the European Union Engagement in Counter Terrorism and Preventing / Countering Violent Extremism: Progress and Evolving Priorities 2025-2028

The activity will seek to review the *EU Activity Plan on CT-P/CVE for Indonesia and the Region*'s first phase (2020-2024) and bring together Regional and EU Stakeholders and Experts to discuss priorities for the next four years 2025-2028.

- Dates: 24-25 April 2024
  - Arrival 23 April 2024 (check in)
  - Departure 26 April 2024 (check out)
- Location: Bogor, Indonesia

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Event B: Regional Frontline-Practitioner Workshop on the Management and Reintegration of Extremist and High-Risk Prisoners in Southeast Asia

ESIWA is planning a **two-day workshop involving prison officers, prisoner-relation mediators, and parole officers from ASEAN and EU member states**, who will exchange experiences and approaches toward the management of high-risk inmates within their correctional institutions, and during transitions following release. The ASEAN-EU Handbook will be used as a reference for structuring the workshop; the agenda of the workshop would be designed with sessions based on different thematic chapters of the Handbook. The aim would be for a majority of participants to be prison/probation officers and other practitioners working directly with inmates in ASEAN and EU Member States. The workshop will be held in Jakarta, with a site visit to a prisons such as Cipinang.

- Event dates Jakarta: 7-8 May (TBC) 2024
- Location: Jakarta, Indonesia

2. Task of the Interpreter:

- Simultaneous translation for two two-da activities between Bahasa Indonesia and English (both ways)
- Set up the evening prior to each event (23 April and 06 May)
- Translation of presentations from English to Bahasa and from Bahasa to English
- Interpretation of Q&A sessions following each panel discussion so European and Indonesian participants can comprehend contents.
- Join site visit to Cipinang prison with group, transport from venue to prison covered by the project (bus) and interpret.
- Provision of sound devices for interpretation service (up to 40 pieces).

2.1 Period of assignment: from 22/04/2024 until 31/05/2024.

Working language: English and Bahasa Indonesia.

2.1 Qualifications of the Interpreters

- Education (2.6.1): university degree (Diploma/Bachelor) social science, humanities, political science, journalism, international affairs, or comparable amount of professional experience (5 years) in interpretation.
- Language (2.6.2): Business fluent (C1) in English
- General work experience (2.6.3): Proven experience in interpretation at international events conducted in English (at least, experience of interpretation at 10 comparable events prior)
- Specific professional experience (2.6.4): NA
- In addition to (and in lieu of) this General and Specific Experience, proven familiarisation and knowledge of the field of counterterrorism and preventing violent extremism is preferred.
- Regional experience (2.6.5): NA
- Development cooperation experience (2.6.6): NA

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3. Costing Requirements

Fee days	Number of experts	Number of days per expert	Total	Comments
Interpretation	**Event A: 2 experts** **Event B: 2 experts**	**Event A: 3 days** **Event B: 2 days**		Timesheet is required.
Travel expenses	**Quantity**	**Price**	**Total**	**Comments**
Travel Allowance (local transportation)	**Event A:** **2** **Event B:** **2**			Against receipts Return travel allowance for 2 persons
Accommodation	**Event A:** **4 nights (2 nights per interpreter)**			Event A: 2 nights accommodation at event location against evidence
Equipment	**Quantity**	**Price**	**Total**	**Comments**
	40			40 units x 4 days

4. Data Protection and Confidentiality

The performance of the contract involves the processing of personal data by the contractor for the client, in particular in connection with participant management as well as the use of electronic communication applications such as video conferencing tools or social media. Such data processing is always carried out only on behalf of and in accordance with the instructions of the ESIWA team.

The bidder must set out the technical and organizational measures (TOM) it takes to ensure a high level of data protection and data security in an annex to its bid. This also applies if the bidder has already been audited by the in the past. Details on the relevant TOM can be found at the end of the AuV (see section "Note on technical-organizational measures (TOM). The TOM of the bidder must reflect the state of the art, the nature, scope, context and purposes of the processing of personal data and the risk to the rights and freedoms of the data subjects. After positive review, the contract shall be concluded with the Annex AuV.

The contractor shall also specify in its offer all relevant certifications it holds (e.g. according to ISO 27001). Within the scope of the contractual relationship, the contractor(s) must guarantee the confidentiality of information and documents to which he may have access. The confidentiality requirements apply to all activities within the service contract.

5. Requirements for the format of the offer

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered. The CVs shall be submitted in English.

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.