**Section II: Schedule of Requirements**

**eSourcing reference:**

**TERMS OF REFERENCE**

**for**

**Provision of translation of the EU ACQUIS, EU aligned national legislation and other relevant documents for the process of European integration of the Republic of North Macedonia**

# Background

The Royal Norwegian Embassy (RNE) and the Swedish International Development and Cooperation Agency (Sida) decided to fund a sub-regional project “Nordic Support for Progress of North Macedonia” to be implemented by the United Nations Office for Project Services (UNOPS). The main objective of the project is to support the government of North Macedonia in preparing for accession negotiations by enhancing its administrative capacities and human resources for EU integration and supporting effective communication of the benefits of the EU accession process. The Project also supports the priorities of the government reform agenda in the accession process and works on increasing awareness of the effects of the EU accession process to the general public.

The United Nations Office for Project Services (UNOPS) was awarded the implementation of the Nordic Support for Progress of North Macedonia Project over three years. The Nordic Support for Progress of North Macedonia Project is a synergy between a Kingdom of Norway funded 4.5 million Euro and Sweden funded 2 million Euro components that are complementary in their activities and outcomes.

The project has four results:

Result 1: Improved Access to Employment

Result 2: Enhanced Social Inclusion, Improved Living Conditions and Local Infrastructure

Result 3: Support the government reform agenda in the accession process;

Result 4: Awareness of and the effects of EU accession process communicated to the public.

The Secretariat for European Affairs (SEA) is the project key partner, responsible for the sustainability of the project results. Direct beneficiaries of the Nordic Support for Progress of North Macedonia Project are selected Ministries of the Government of North Macedonia, civil society organisations (CSOs) and media. The final beneficiaries are the citizens of North Macedonia.

All Project activities are undertaken in partnership and cooperation with national institutions, with the aim of allowing them to adopt/adapt the legal requirements and, where relevant, EU accession criteria. This ensures national ownership and supports the development of national capacities.

This activity that is defined by this ToR is funded by the Royal Norwegian Embassy (RNE) and Swedish International Development and Cooperation Agency (Sida) as part of the Activity 3.3(1.3) *Support SEA in Preparation of NPAA and Law Approximation for the Screening Process*. The aim is to support SEA - Sector for preparation of the National version of acquis with translation EU legislation.

# Justification of the Intervention

Enlargement policy, together with the policy of multilingualism is two of the most successful policies of the European Union. Membership in the European Union is one of the country’s key priorities and undoubtedly enjoys significant public support. The process of becoming an EU Member State is a long-term, cultural and ethical obligation, and relies on the acceptance of the values and norms that exist in the corpus of EU acquis. It is therefore, that one of the most important tasks of a candidate country is to create a national version of EU acquis, i.e. to translate the entire corpus into its official language, which is the most extensive and ambitious translation project in the history of any country. The national version of EU acquis must be fully prepared on the day of the EU accession. The absence of a national version of the EU acquis in the official language of a Member State will cause unprecedented legal uncertainty with long-term financial implications for the new Member State responsible for providing the translation. Moreover, the quality of the national version of the EU acquis should be extremely high because it is the basis for the functioning of a new Member State in the European Union.

The work of the Secretariat for European Affairs is regulated by the Law on the Government of the Republic of Macedonia ("Official Gazette" no. 55/2005), with the transformation of the previous Sector for European Integration within the General Secretariat of the Government. The Secretariat for European Affairs has a horizontal coordination function for issues and activities related to the European integration process and preparation for North Macedonia's membership in the European Union.

The mission of the Secretariat for European Affairs is to provide expert support and coordination of work, as well as the commitment of the state administration bodies and other bodies and institutions to prepare the Republic of North Macedonia for membership in the European Union.

Moreover, Article 40-b of the Law on Government of the Republic of Macedonia ("Official Gazette of the Republic of Macedonia" No. 59/00, 12/03, 55/05, 37/06, 115/07, 19/08, 82/08, 10/10, 51/11, 15/13, 139/14, 196/15, 142/16 and 140/18 and "Official Gazette of the Republic of North Macedonia" No. 98/19) stipulates that:

“*The Secretariat for European Affairs performs the activities related to: … ensuring coordination of the process of preparation of the Macedonian version of the acquis (European Union law).”*

Sector for Preparation of the National Version of the Acquis, within SEA, is the focal point for the translation, revision and terminology of the EU and national legislation, as well as other relevant documents. The Sector is responsible for planning, managing and coordinating the whole cycle (translation, linguistic, expert and legal revision and proofreading) with all participants in the process, for providing uniform procedures related to terminology and creation and maintenance of terminology databases and glossaries.

# Objective

The overall objective of the intervention is to contribute to *the process of preparation of the Macedonian version of the acquis (European Union law)*

1. The Scope of Intervention

*The process of preparation of the* national version of the EU acquis is not a mare translation, but a legally binding document in the national language that is directly applicable in the Member State. It is essential to keep in mind that the project of "translation" of EU law is primarily a legal, professional and linguistic project that should include not only translators, but in the first place lawyers and experts dealing with the drafting of national legislation and transposing legislation into national law; Linguists are just one of the professions required to participate in this interdisciplinary project. Special attention should be paid to this project, because it deals with complex knowledge management and intellectual services, so the cooperation of different professions is crucial, and it should be established as soon as possible.

**Translation, proofreading services**

The purpose of the engagement of Translation Service(s) Company is to enable SEA to access the expertise and qualified support for the following services:

* written translation, linguistic revision and proofreading of the EU acquis and other relevant documents for European integration
* proofreading and translation of the legal acts of the Republic of North Macedonia and other relevant documents for the process of European integration.

Requirements are divided as follows:

* **I Item 1**: Translation and technical editing of European Union legal acts and other relevant documents for European integration from English into Macedonian
* **II Item 2:** Linguistic revision and proofreading of European Union legal acts and other relevant documents for European integration
* **III Item 3**: Proofreading and translation of the legal acts of the Republic of North Macedonia and other documents from Macedonian into English

1. Outputs

The selected company shall be required to perform:

* + Accurate **translation and technical editing [[1]](#footnote-0)**of the EU acquis and other relevant documents for European integration, from English to Macedonian**,** using the methodology described in the SEA’s Manual for translation of EU legal acts[[2]](#footnote-1)and Orthography of the Macedonian language[[3]](#footnote-2). The economic operator shall submit to UNOPS the translation memory in tmx format from the translated text;
  + **Proofreading** **and accurate translation** of the legal acts of the Republic of North Macedonia and other documents from Macedonian to English, using the methodology described in the SEA’ s Manual for translation of the legal acts of the Republic of Macedonia[[4]](#footnote-3) and Orthography of the Macedonian language. The economic operator should submit to UNOPS the translation memory in tmx format from the translated text.
* **Linguistic revision and proofreading** of the translated EU acquis and other relevant documents for European integration, using the methodology described in the SEA’s Manual for translation of EU legal actsand Orthography of the Macedonian language;
* Ensure compliance of translation with original text, in terms of content, grammar, spelling and typography (UK dictionary) terminology and linguistics, so that the text is technically, linguistically and grammatically correct, error free and completed at high quality standards. The submitted translation should not need further editing after completion of translation and proof-reading;
* Ensure error-free texts in terms of content and meaning by underlining inconsistencies in information and data presented in texts and timely raising and clarifying any related query and issue with the author;
* Ensure that the original intended contextual meaning of the sentences/phrases are not altered or changed into something else;
* Ensure that all the material, including the text contained in figures, boxes, captions, sources and covers is subject to translation and proofreading;
* Ensure consistency in translation of terminology in all materials submitted by UNOPS as per provided Terminology List or as agreed in consultation with UNOPS.
* Spell out abbreviations/acronyms when they first appear in the text (followed by only the acronym thereon) and ensure correlation between the list of acronyms in the table and their occurrence throughout the text;
* Ensure Correct/consistent formatting and other as per UNOPS guidance - line spacing and paragraph/table formatting; font(s) – as relevant;
* Check if boxes, figures and tables through the annexes are correctly positioned as well as consistently and accurately referred to in the main body of the text;
* Ensure footnotes to be consistently numbered beginning afresh with each new annex;
* Proofread documents to correct grammar, typographic, spelling, style terminology and linguistic mistakes;
* Ensure consistency in translation using terminology, glossaries and other relevant relevant references in all materials submitted by SEA/UNOPS.
* Completion of the Form 1 and Form 2 (formats submitted by SEA) with characteristic terms from the translated and revised text
* Provision of recommendations for improvements and adaptation of the text to the purpose and to characteristics of the environment/setting/situation.

1. Timeframe

* Implementation period – the framework agreement regulates only the frame for issuing the actual call of orders, which will result in a separate Purchase orders.In each purchase order the timeline will be defined based on the scope of the order. and and standards for translation defined in this document;
* verification of the quality of conducted services on a single document or several documents in package will be done by SEA, and
* upon verifications of the services, selected company will issue invoice that will be paid within 30 day

UNOPS reserves the right to require improvements to the submitted written translation until a satisfactory level is reached, and verified by SEA, in accordance with the ToR. The number of exchanges for improvement between UNOPS and the Company will be limited to three.

1. Monitoring and Reporting

The contracted entity will remain in close contact with appropriate UNOPS personnel and will discuss and agree upon all relevant matters during the implementation of the activities. As specified above, SEA will be verifying the quality of the provided services

The electronic copies of all reports or any other materials pertained to the services will be made available to UNOPS in English. In particular, but not limited to:

* Monthly reports by 5 of the month for the previous calendar month

# 8. Other Considerations

Working language when contacting UNOPS is English and all official correspondence should be in English. Reports on progress of activities as well as the final report will be submitted in English language.

**Definitions:**

* **Page**: 1500 characters without spaces in the original language
* **Maximum pages per day**:
  + **per translator**: 8 pages per day,
  + **per linguistic reviser:** 12 pages per day and
  + **per proof-reader**: 16 pages per day

1. Technical editing of the documents according to Technical Instruction on editing documents when translating EU acquis- <https://www.sep.gov.mk/data/file/Preveduvanje/tehnickoupatstvo.pdf> [↑](#footnote-ref-0)
2. 2 The document can be found at the following link: <https://www.sep.gov.mk/data/file/Preveduvanje/Priracnik%20za%20preveduvanje%20na%20pravnite%20akti%20na%20EU_F.pdf> [↑](#footnote-ref-1)
3. The document can be found at the following link: <https://pravopis.mk/sites/default/files/Pravopis-2017.PDF> [↑](#footnote-ref-2)
4. The document can be found at the following link: <https://www.sep.gov.mk/data/file/Preveduvanje/Priracnik%20za%20preveduvanje%20na%20pravnite%20akti%20na%20RM%20final(1).pdf> [↑](#footnote-ref-3)