

## **Call for the Expression of Interest (EoI)**

### **For the Provision of Simultaneous Interpretation Services for IRENA**

The International Renewable Energy Agency invites interested companies to apply on the following Call for Expression of Interest:

#### **Introduction & Background**

IRENA is the lead intergovernmental agency for the global energy transformation that supports countries in their transition to a sustainable energy future and serves as the principal platform for international co-operation, a centre of excellence, and a repository of policy, technology, resource and financial knowledge on renewable energy. With 167 Members (166 States and the European Union) and 17 additional countries in the accession process and actively engaged, IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

#### **Approach of IRENA**

As part IRENA's ongoing work worldwide, we hereby invite Expressions of Interest (EoI) from international entities, who are specialized in Interpretation Services. As an output of this exercise, IRENA will compile a database of the Interpretation Service firms with their related fields of expertise in different languages capabilities and locations / regions to qualify as a registered entity for the inclusion in the qualified vendors.

e-mail applications to the EoI shall be accepted only by filling in the information attached in table "A", "B" and "C" including the certificate of registration.

Submission of EoI to be sent **only** to: [procurement@irena.org](mailto:procurement@irena.org)

Deadline for submissions: 14.00 hrs. Abu Dhabi local time, **21 March, 2022**.

**Minimum eligibility criteria:**

List of attributes/description	Benchmark
Years of experience in field of business	<p>Not less than 7 years-experience in providing simultaneous interpretation services for all the languages from and into i.e. French, English, Arabic, Russian, Chinese and Spanish at international Organization’s meetings, governmental conferences, such as the United Nations, European Union and or other multi-lateral, public or private entities.</p> <p>Experience in all languages is a must. Submitting history or knowledge in interpretation services for one or two of languages will <b>NOT</b> be accepted.</p> <p><b><u>Documents to be provided:</u></b></p> <p>A list of minimum of 5 historic contracts signed with customers including the full contact details and duration of these contracts, also provide a list of the latest 20 conferences or virtual meetings and workshops that you have provided interpretation services for, over the last two years. (IRENA may request evidence of these contracts signed with your entity or make reference checks).</p> <p>Please use table B and C attached and return it back, (do not share company profiles).</p>
AIIC Certificates and accreditation	<p>Interpreters <u>must</u> be members of the <b>International Association of Conference Interpreters (AIIC)</b>. Supporting documentation of the interpreters’ membership / certification to be provided.</p> <p><b><u>Documents to be provided:</u></b></p> <p>Presentation of a list of 5 CVs for each language (all 6 languages; English, French, Arabic, Spanish, Russian and Chinese) demonstrating the interpreters’ proven records of not less than 7 years’ experience in simultaneous interpretation. The list should contain the certification of the interpreters from (AIIC) for each language.</p> <p>AIIC Certificates in all languages are a must. Submitting certificates or knowledge in interpretation services for one or two of languages will <b>NOT</b> be accepted.</p>
Financial Status	<p>Annual turnover of USD 400,000</p> <p><b><u>Documents to be provided:</u></b></p> <p>Latest audited financial statement</p>
Registration certificate	<p>Provide a valid certificate of registration in your country</p> <p>IRENA will not consider any submission without this certificate</p>

***Note: This EoI is designed for vendors – suppliers only. Individuals or interpreters submitting information or a response to this EoI, will be disregarded.***