



Terms of Reference (ToRs)

Framework Contracts for Translations Lao – English

Background

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. As the leading professional organisation in the field of adult education and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. Since 2009, DVV International is working in Lao PDR and Cambodia and from its two offices in Vientiane and Phnom Penh it also reaches out to the Southeast Asian region.

In order to share key products developed in Lao PDR with a wider audience outside the country, DVV International seeks to establish framework contracts with translators with proven qualification and experience in translations from Lao into English.

Qualified translators will receive a framework contract valid until the end of the year 2024 and will be approached and commissioned by DVV International whenever translations will be needed.

Submission of Applications

If you are interested in receiving a framework contract with DVV International's office in Lao PDR, please provide the following documents (PDF format only):

- Curriculum Vitae highlighting qualification and experience in translations, especially in the fields of education and development (if applicable)
- Work sample (including Lao original and English translations, 3-5 pages)
- Unit price for one page of translation into English (font Arial 11, line pitch 1,25)

Companies and natural person can apply. All applications will be assessed by the following criteria: qualification (30%), work sample (30%), unit price (40%).

Bidders should send their application with the above documents to the Regional Director for Southeast Asia of DVV International, Christoph Jost, by email (jost@dvv-international.la) and copy to sisoulath@dvv-international.la, until 25 June 2023 at the latest.