

The provision of Translation services from English to Irish for Recruitment, Job Descriptions and Application Forms, Annual Report, Customer Care and any other Ad-Hoc requirements arising.

Detailed description:

The following is a non-exhaustive list of the type of Services that may be required: Objectives: • Standard level translations of educational/corporate/human resource related materials to suit a variety of audiences and purposes. This will include but may not be confined to job descriptions and associated guidance, annual report, website, general housing related materials etc. • Translation services for correspondence, job applications and from members of the public may be required from time to time. • Members of the public, job applicants are entitled to discuss matters in the Irish Language and as such at the request of the Agency translators will be required to conduct these calls and relay the content to Housing Agency staff. Tenderers must make an interpreter available within 48 hours of the request from the Housing Agency. To date activity in this area has been relatively limited but may arise during the services contract. Turnaround: • Maximum of 3 working days from submission of translation work to service provider by The Housing Agency for 0-10,000 words • Maximum of 7 working days 10,000 words + • Provision of verbal interpreter services – Within 48 hours of request by The Housing Agency Estimated number of words: • Approximately 650 – 750+ per Job Description and Application Form • Annual report c.15,000 words • Approximately 5,000 words for ad-hoc requirements (Guidance documents, policy papers, research publications). Volume of Work: • Estimated c60 job descriptions and application forms to be translated over the lifecycle of the contract. • Annual Report • Housing Related forms, guidance notes – c.10-15 (maximum) • Research materials • Verbal Translations - Occasional • Any other ad-hoc requirements arising Formatting: • Ensure that the format of documents is retained for all assignments

Type of contract:

Services

Response deadline (Irish time):

21/06/2022 12:00:00

CPV codes:

79530000-8 Translation services

79540000-1 Interpretation services