CONFIDENTIAL

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I. General information

1. Brief information on the project

Protection and Sustainable Use of Forest Ecosystems and Biodiversity (ProFEB)

ProFEB encourages inclusive multi-stakeholder processes for the conservation and sustainable use of forest resources and of biodiversity in:

- Forest Policy: Facilitating dialogues and enhancing the policy-making and legal-institutional framework for an inclusive, biodiversity-friendly and deforestation-free forestry sector.
- Biodiversity Conservation: Empowering key actors in Laos for inter-institutional and transboundary cooperation in wildlife conservation and management of the Hin Nam No and Phong Nha-Ke Bang conservation landscape
- Education: Enhancing research, training, and technical capacities for the improved use and sustainable management of forest resources in Laos.
- Forest Landscape Restauration: Building partnerships between various stakeholders such as the private sector, village communities, government agencies and civil society organisations to strengthen climate-resilient restoration of forest landscapes and biodiversity conservation.
- Value-Chains: Establishing commercial partnerships to foster micro-, small and medium-sized enterprises for sustainable and competitive forest-based value chains.

Under the second action area “Biodiversity Conservation”, ProFEB is supporting the management of Hin Nam No National Park, the recent recognized site as the first natural world heritage site in Laos. Hin Nam No National Park is located in Khammouane Province and lies within the administrative boundaries of one single

district: Boualapha District of East Central Laos. Hin Nam No includes 94.121 ha of mostly Karst landscape in the Annamite Mountain range, but it also harbors the Phou Chueang sandstone massif, Khammouane Provinces highest peak, situated at the northwestern edge of Hin Nam No. In the East Hin Nam No NP shares a common border with Phong Nha Ke Bang National Park and World Heritage site of Vietnam. It also borders with Nakai Nam Theun National Park in the North and is connected by a corridor to Khoung Xe Nong Ma NPA in the South. Hin Nam No NP is therefore an important central piece for protection and conservation of the Northern Annamite Mountain Range.

2. Context

The 5-Year Co-Management Plan (2026 – 2030) for Hin Nam No National Park provides a critical platform for all relevant stakeholders from national and provincial authorities to district, village, and community representatives to come together to build a shared understanding of the assignment's objectives, scope, and expected outcomes.

With GIZ's technical and financial support, the process aims to ensure the plan is evidence-based, inclusive, and aligned with both national priorities and international conservation standards.

3. GIZ shall hire the contractor for the anticipated contract term, from 01 December 2026 to 31 March 2027

4. The contractor shall provide the following work/service

Under the guidance and direct supervision of the GIZ ProFEB team, the translator will undertake the following duties and responsibilities:

- Provide a translation service for up to 400 pages of the Annexes of the Co-management plan 2026-2030. GIZ calculates 300-350 words per page based on the English source text.
- Undertake proofreading of the Lao version and ensure consistency in using technical terms, correct grammar, spelling, punctuation and style.
- Submit a first version of the translation by **31/1/2027**

- incorporate feedback/changes to the document and submit a revised and final version of the translation by **31 March 2027**

Milestones/partial works	**Date/location/responsibility**	**Criteria for acceptance**
Submit first draft of the translation of the Co-management Plan 2026-2030 Annexes, up to 400 pages.	31 Jannuary 2027	Fee of Standard translation shall be calculated based on page numbers. GIZ calculation 300-350 words per page based on English text.
Submit the translation of the Co-management Plan 2026-2030 Annexes	31 March 2027	First draft version to be submitted by 31/1/2027. After incorporating feedback/changes, final version to be submitted by 31/3/2027.

1. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.
The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

1.1 Expert 1:

1.1.1 General qualifications

Education:

- Bachelor in Arts (English Languages), Bachelor of Agriculture, Bachelor of forestry, Bachelor of Natural resource and Environment or any other fields.

Professional experience:

- 3-5 years of professional translation experience in the relevant area in Laos and the region
- Demonstrated good understanding of technical terms used in areas of Forestry, World heritage, wildlife and fauna, karst and cave ecosystems, tourism and commerce, and socio-economic aspects;
- Proven skills in translation and interpretation from English into Lao;
- Excellent communication skill in both English and Lao;
- Strong analytical and writing skills with proven skills in policy recommendations and problem identification and solving;
- Experiences with conducting translation services for GIZ.

1.1.2 Experience in the region/knowledge of the country

- 3-5 years of professional experience in document translation in Laos/Southeast Asian region

1.1.3 Language skills:

business fluency in C1

2. Quantitative requirements

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 (GERMAN ONLY).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Sustainability aspects for travel
GIZ is required to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets are settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The Development and Climate Alliance has published a list of standards. GIZ recommends using the standards specified there.

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/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.
Since the contract to be concluded is a contract for works, you should offer your services at a fixed lump sum price, which provides **an itemised breakdown of all the relevant costs (fees, travel costs, etc.). The specification of inputs should provide guidance in this respect.** The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as **maximum amounts**.

II. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept (if required) should not exceed five pages. 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).

DATA PROTECTION:

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. GIZ is NOT in any way responsible for such processing. Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject. If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

Annexes

Detailed cost estimate of number of words and number of pages of the Co-management Plan 2026-2030 Annexes