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Barents Low Volume Road Management -project

Проект «Управление дорогами с низкой интенсивностью движения в Баренц регионе»

ENGLISH/RUSSIAN/ENGLISH INTERPRETATION SERVICE CONTRACTOR NEGOTIATING PROCEDURE

**PROTOCOL OF CONTRACTORS REVIEW FOR THE "BARENTS LOW VOLUME ROAD MANAGEMENT"-
PROJECT INTERPRETATION PROVISION**

Time	April, 21-26, 2011
Venue	Arkhangelsk
Responsible persons	Mrs. Maria Shabasheva, BLVRM Project Manager, ADC Ltd. (Lead Partner) Mrs. Rashida Girfanova, BLVRM Financial Manager, ADC Ltd. (Lead Partner)
Objective	Choosing the best provider of interpretation services for the BLVRM – Project
Volume of works to be sub-contracted	Provisions of: - English/Russian and Russian/English interpretation during the BLVRM-Project events (meetings, seminars, conferences, field surveys, etc.) within the period of project implementation.
Available budget	7500 EUR

The results of the review of potential companies able to organize English/Russian and Russian/English interpretation within the BLVRM-Project

Procedure: The review of local companies able to provide English-Russian interpretation in the sphere of road construction, maintenance and rehabilitation needed during the BLVRM-Project events according to the principle "the best money value" was made using Internet resources and recommendations of local partner organization.

Results:

1. Internet review and phone contacts have found no interpreters with fluent knowledge of road terminology. There are 5 local potential providers of services required (the Northern Bureau of translations, Mark's bureau of translations, Bureau of translation assistance "Runa", Translation agency and Lappi service) none of which is sure about its competence in road/ROADEX technologies.
2. Taking into account the previous experience of ADC Ltd., recommendations of the Arkhangelsk Project Partner – Arkhangelsk Regional Road Administration "Arkhangelskavtodor" and positive experience of working with the NGO "GreenWave" specialists involved in the translation services provision within the BLVRM-Project, the latter organization was invited for further discussions.
3. The NGO "GreenWave" was chosen as the potential candidate No1 to provide translation services required.

NGO "GreenWave" contact information is as follows:

Director:	Mrs. Nadezhda Baikina
Postal address:	20, Smolny Buyan St., Arkhangelsk, 163002
Phone	+7 953 2610557
e-mail:	greenwave29@mail.ru

Grounds for choosing: NGO "GreenWave":

- Is the only organization in Arkhangelsk having specialists with fluent knowledge of road terminology for smooth interpretation
- has an experience of international road related projects (Taxis "Polar Traffic Safety" 2007-2009 and several smaller bilateral projects), with English as working language;
- gained good references from Clients ("Arkhangelskavtodor", Arkhangelsk City State Inspection of Road Traffic Safety (NGO "GreenWave" provided translation and interpretation services for them when needed);
- has a sufficient experience of translations and interpretation of road terminology issues and events
- has a positive working experience within the BLVRM-project related to translation of some portions of project materials
- It is rational to have translation and interpretation services "in one hands" to avoid excess personnel, bureaucracy, bookkeeping, save the project administration time from numerous explanations of project events to several interpreters/companies.

Decision: Taking into account all the above it is decided to invite the NGO "GreenWave" to negotiate the details and conditions of the translation service Contract.