



Original: English

To  
**WHOM IT MAY CONCERN**

Our reference no.: 114-2810/1 from 28 October 2021

**REQUEST FOR OFFER**  
**For translation of ToT materials**

*Within the project “Mental Health and Resilience Training for HCWs  
responding to COVID-19 in SEE Region” financed by Project HOPE*

Dear,

This is an invitation to submit an offer/s for *Translation of HERO-NY training materials  
on mental health and resilience:*

- from English to Macedonian
- from English to Albanian
- from English to Montenegrin
- from English to Serbian
- from English to Bosnian
- from English to Romanian

Specification:

- Materials are from the area of mental health and medicine (available at following link: <https://we.tl/t-diDRFhQoAe>)
- One translator may submit offers for conducting translation into one or more languages
- **Expected timeframe for completion of translation is 17 November 2021**
- For each translation the selected translator will cooperate with team of Mental Health Expert and Focal point from respective country, for any clarifications needed and final verification of the translated materials
- The translator will be obliged to translate into English all comments and new materials developed later by the Mental Health Experts from the respective countries (by end of November 2021). The changes in the materials in terms of new created slides/pages will not exceed 20% from the original materials
- Offer to be submitted in **USD currency lump sum (gross amount)**



Mental Health and Resilience Training for HCWs  
responding to COVID-19 in SEE Region



We look forward to receiving your offer in electronic format only (*scan version of offer stating for which language is the offer, with included signature, date of offer and attached CV and reference list*) at latest by **02 November 2021** on following e-mail address: [secretariat@seehn.org](mailto:secretariat@seehn.org) and [vesna.arsova@seehn.org](mailto:vesna.arsova@seehn.org).

By submitting an offer, you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit an offer, we would be grateful if you could inform us in writing.

Yours sincerely,

**SEE Health Network Secretariat**

**Head of the SEEHN Secretariat**

**Dr. Mira Jovanovski-Dasic**

*Note: This Invitation is published at [www.seehn.org](http://www.seehn.org) and shared via e-mail with Association of certified/professional translators in the respective countries*