

Call for proposals

Interpretation service

About CEMR

The [Council of European Municipalities and Regions](#) is Europe's first and broadest association of Local and Regional Governments. We are unique, being the only organisation that encompasses 60 national associations of Local and Regional Governments spanning 41 European countries. Through them, we bring together more than 110,000 governments across all tiers of governance – local, intermediate, and regional. Additionally, as the European section of the global organisation United Cities and Local Governments (UCLG), we champion European Local and Regional Governments on the world stage.

About the task

CEMR is seeking a professional interpretation provider for **English–Ukrainian simultaneous interpretation**.

The assignment is linked to the *Bridges of Trust* project, which will organise several online trainings, information sessions and related events.

Key elements:

- Project duration: **until June 2026**, with a possible extension to **December 2026**
- Number of activities: **5 to 10 online events**
- Average event duration: **2 hours**
- Interpreters must connect **30 minutes before each session** for technical checks
- All events require simultaneous remote interpretation

Coordination

The selected contractor will work in close and continuous coordination with CEMR's Administrative and Finance team, who will oversee the development and delivery of all outputs covered by this call for proposals.

The selected interpretation agency will deliver the source files of all the materials produced to CEMR.

Expertise required

The selected contractor must have:

- Proven experience providing simultaneous interpretation for online events
- Experience working with international or public-sector organisations
- Excellent communication and organisational skills
- Strong understanding of technical and communication requirements for remote interpretation

Submission process

Interested interpretation agencies or individuals must submit the following documentation compiled into a single PDF file:

- A portfolio showcasing relevant experience and previous work.
- A detailed proposal outlining the estimated cost (VAT excluded).

All proposals must be submitted by **15 April 2026** via email to admin@ccre-cemr.org with the subject **“Call for proposals communication”**.

Selection criteria

Proposals will be evaluated through a selection committee based on:

- Quality of the portfolio and previous work, ideally similar working experience in the field of interpretation mentioned on the call for proposals — 3 points
- Relevance of the proposal, including significant experience working with public administrations on similar projects — 3 points
- Cost of the proposal — 4 points

The selection committee will inform all participants of its decision by email no later than **24 April 2026**, and earlier if possible.

Contact details

If you have any questions related to this Call for proposals, you can contact admin@ccre-cemr.org.