

**711683453 - PROVISION OF TRANSLATION SERVICES – REQUIREMENT SPECIFICATION**

This form provides the requirement specifications for the services detailed in the Schedule of Requirements.

Ser (a)	Criteria (b)	Requirement (c)	Guidance Notes (d)
1	Operation name	Op ORBITAL	
2	Task title	Op INTERBOW – IBS ITC-U	
3	Interpreter required:	<p>Dates required from /to: 13 May 24 – 28 Jul 24</p> <p>Reporting time:</p> <p>Arrival – 13 May 24 1000hrs</p> <p>Departure – 28 July 24 1200hrs (Time TBC)</p> <p>Reporting location: The Infantry Battle School (IBS), Dering Lines, Brecon, Powys, LD3 7RA</p> <p>POC for reporting: REDACTED</p> <p>Call POC in advance to confirm arrival time. They will be met by one of the training team and taken to their accommodation. They will be given a brief on security, OOB areas, RLS etc.</p>	<p>The time from and dates where an Interpreter is required.</p> <p>Sometimes an interpreter is required before a training course/activity to support planning, preparation, familiarisation or training audience collect.</p>
4	Preparation dates & activities:	Reporting time includes time prior to course starting to meet directing staff, translation of course material and understand the requirements of the course. As well as support collecting the training audience.	Any preparatory activity required before the task start date. This may include activities such as (but not limited to) course preparation, briefings or collecting a training audience.
5	Course/task dates:	<p>Course 200800ZMAY24 – 271200ZJul24</p> <p>Task 131000(Local)MAY24 – 281200ZJul24</p>	10 weeks
6	Number of linguists required and languages.	<p>Number of Interpreters required: 2</p> <p>Essential Languages: Ukrainian and English</p> <p>Desirable Languages: N/A</p>	<p>As a start state, assume that for each instructor 1 x interpreter is required.</p> <p>UK working time directive of 7.4hr day (7hrs, 24 minutes)/ <b>37hr working week</b> (plus 30 minute minimum daily break) - needs to adhered to as closely as possible. This is averaged over 17 weeks.</p>

			<b>Consideration needs to be given to creating a resilience margin</b>
7	<p><b>Desired expertise or experience for Interpreter.</b></p> <p><b>Is a particular Nationality required for local Security clearances?</b></p>	<p><b>Experience in the training and education environment.</b></p> <p><b>Must be physically mobile and robust to be able to support infantry training.</b></p>	<p><b>This is a request but NOT a guarantee</b></p> <p><b>NB: UK based tasks could be provided with a Non UK National who has leave to remain and right to work in the UK. If this is not appropriate explain why.</b></p>
8	<p><b>Security clearance required.</b></p> <ul style="list-style-type: none"> <li>• BPSS</li> <li>• CTC</li> <li>• SC</li> <li>• DV</li> </ul>	<b>BPSS</b>	
9	<p><b>CONDO type</b></p> <p><b>(For non-UK activity only. all UK activity will be UKN's)</b></p>	<b>UKN</b>	
10	<p><b>Task/Work Location</b></p> <p><b>If different from reporting location</b></p>	<p><b>The Infantry Battle School (IBS), Dering Lines, Brecon, Powys, LD3 7RA.</b></p> <p><b>Sennybridge Training Area (SENTA), Sennybridge, Powys, LD4 4DS.</b></p> <p><b>Caerwent Training Area, Caldicot, NP26 5NY.</b></p>	
11	<b>Work routine and duties</b>	<p>13-17 May, translation of course material (std working days). Daily working hours will vary. Depending on the serials being run interpreters may be required to work late nights and early mornings. Training delivers will try to ensure that daily working time is in line with the working time directive and where individual days are longer, ensure that the overall working time on the course is in line with the working time directive.</p> <p><b>Working days are routinely 5 days per week, with Saturday/Sunday as an admin day/stand down day. Over the period of the courses there are 3 working weekends.</b></p> <p>Routine tasks include:</p> <ul style="list-style-type: none"> <li>• Supporting live translations in classrooms, training areas and ranges.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>• Support to safety staff with live translations.</li> <li>• Support to duty instructors with administration tasks.</li> </ul>	
12	<b>Working conditions</b>	<p><b>A mixture of classroom-based lessons, field exercise support and support to ranges.</b></p> <p>Routine working day for IITC-U is predominately classroom and range based. Some elements are outdoors supporting arduous field exercise activity, but most will not last more than three days and provision for training staff made.</p>	
13	<p><b>RLS provision describe in as much detail as possible:</b></p> <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Feeding</li> <li>• Wi-Fi</li> <li>• Laundry</li> <li>• Gym</li> <li>• Shops</li> <li>• Spiritual</li> </ul>	<p><b>Accommodation.</b> For IITC-U, interpreters will be accommodated in the same building as training audience and ablutions may be shared. However, they will sleep in single occupancy rooms.</p> <p><b>During some phases, accommodation will be field conditions, staying in hardened accommodation on the exercise areas. All effort will be made to ensure training audience and interpreters are accommodated in separate buildings.</b></p> <p><b>Feeding:</b> Crown feeding is provided for periods that they are tasked to IBS. Rations will be provided for the field phases.</p> <p><b>Wifi:</b> Available throughout accommodation for personnel use, but it is not free. During field phases, access will not be available.</p> <p><b>Laundry:</b> Laundry facilities are available in accommodation only, but require payment. Access will not be possible during the field phases.</p> <p><b>Gym:</b> IBS has a gym. Access could be granted after full induction by a suitably qualified AAPTI. Access will not be possible during the field phases.</p> <p><b>Shops:</b> There is a small shop and coffee shop is on camp. Larger shops are available within a mile of IBS. Access will not be possible during the field phases.</p>	<p><b>Interpreters' accommodation should be separate from the training audience accommodation and where possible from the instructors as well, especially in shared rooms in training camps. If that is not possible, please describe that in this section.</b></p>

		<b>Spiritual:</b> A welfare centre is available at IBS, a quiet room will be made available. Access will not be possible during the field phases.	
14	<b>Movement support</b>	<p>Interpreters are required to self-move to the reporting location at IBS.</p> <p>Movement between accommodation and IBS classroom is by foot (circa 200m).</p> <p>Any movement from IBS to external training sites will be provided by IBS.</p> <p>Any personal travel will need to be self-resourced. There are some bus routes in vicinity of IBS.</p>	
15	<b>Name, rank and email address and mobile phone of the person who is planning the task.</b>	<p>Op ORBITAL POC:</p> <p>REDACTED</p> <p>REDACTED</p> <p>IBS POC:</p> <p>REDACTED</p> <p>INTERFLEX POC:</p> <p>REDACTED</p>	
16	<b>Name, rank and email address and mobile number of the person who will be providing day to day supervision of the activity</b>	REDACTED	
17	<b>PED Policy</b>	Interpreters are not permitted to use their PED during training serials.	
18	<b>PPE/Government Furnished Assets (GFA)</b>	Eye protection/ear defence/additional wet weather clothing/sleeping systems will be issued by the training deliverer when required.	<del>Please provide a list of items the interpreters may be loaned to perform the tasks.</del>
19	<b>Specific clothing and equipment</b>	Outdoor clothing (cold and wet weather) and sturdy waterproof outdoor footwear is essential.	
20	<b>Medical Provision</b>	<p>There is a medical centre at IBS and medical trained personnel in case of emergency.</p> <p>Any routine healthcare will need to be personally arranged by going to an NHS walk in centre.</p>	

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