

## **REQUEST FOR PROPOSALS: French Language Writing, Editing, and Translation Services**

### **Summary of Procurement**

WRI intends to award a time and materials type contract for French language communications support to include writing and editing of communications and marketing materials, as well as translation from English and occasional interpretation services. Services will include original writings for communications and marketing materials, including press releases, opinion--editorials, blog posts, and speeches. Translation services will include the translation of technical documents as well as marketing materials from English to French.

This work may also include informal and occasional event and meeting interpretation in circumstances where non-French speakers are present.

Deliverables will be completed on an as needed basis with some projects on going. Work is expected to begin in February 2019.

We expect to provide 8-10 hours for French writing and translation per month through the end of 2019, although the work load each month may vary.

### **About the NDC Partnership**

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through our Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI and the UNFCCC Secretariat, the NDC Partnership has members in all regions of the world, with Support Unit staff in Washington DC and Bonn, Germany, as well as based regionally.

For this project translators will engage primarily with the Washington-based Communications Team.

### **About World Resources Institute**

Founded in 1982, WRI is a global environmental think tank that goes beyond research to put ideas into action. We work with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI's transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

### **Scope of Work and Outputs/Deliverables**

Content writing and written translation will be needed for a variety of documents and materials produced by the NDC Partnership. This includes but is not limited to informational and marketing

brochures, social media materials, PowerPoint presentations, climate studies and reports, press releases and opinion-editorials, and event-related Request for Proposals (RFP) for hotels, caterers, transportation and additional vendors as needed.

Occasional, informal interpretation may be needed at events and meetings where a French speaker is not present. The schedule for this is not confirmed and will be requested on an as needed basis.

### **Timing**

Deadlines will be determined on a case-by-case basis; most will have a one-week to two-week turnaround, and some documents may require multiple rounds of review and revision. With each project, deadlines will be well noted in advance.

This contract will be awarded through December 2019 and may be renewed as needed.

### **Budget**

Original written materials will be priced per word and based on the needs and requirements of the assignment.

Copy and content editing and translation will be priced based on the number of pages.

While the consultant's rate is an important aspect of evaluating the Request for Proposals (RFP), it will be weighed equally with quality of writing, provided examples, and references.

## **Guidelines for Proposal Submission**

### **Requirements**

The selected vendors will be able to demonstrate the ability to:

- Author engaging and effective communications and marketing content in French
- Properly translate materials provided, with minimal revisions
- Create new products within set branding guidelines
- Meet deadlines and not exceed set budget per project

### **Proposal content**

Prospective vendors should submit:

- CVs of team member(s)
- Examples of similar previous work
- References
- A proposed price list for services

## **Expression of Interest, Deadline for Questions, and Proposal**

All expressions of interest and questions about this RFP must be received via email to the contacts below by 5:00pm EST on Friday 15 February 2019.

Andrea Risotto  
Head of Communications  
[AndreaRisotto@ndcpartnership.org](mailto:AndreaRisotto@ndcpartnership.org)

Christa Lanning  
Events and Marketing Associate  
[Christa.Lanning@ndcpartnership.org](mailto:Christa.Lanning@ndcpartnership.org)

## **Evaluation and Selection**

### **Evaluation Criteria**

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Completion of all required elements
- Experience with similar projects
- Overall cost of the vendor's proposal

### **Selection Process**

No proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussions. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective vendors/organizations/consultants, etc., choose to discontinue this RFP without obligation to such prospective vendors/organizations/consultants, etc. or make multiple awards under this RFP.