

## **REQUEST FOR PROPOSALS: Spanish Translation Services**

### Summary of Procurement

The World Resources Institute (WRI) intends to award a time and materials type contract for translation services. Translation services will include the translation of technical documents and marketing materials (brochures, blogs, social media content) from English to Spanish, and from Spanish to English.

Deliverables will be completed on an as needed basis with some projects on going. Work is expected to begin in March 2020.

### About the 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.

### 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 staff in Washington DC and Bonn, Germany.

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

### Scope of Work and Outputs/Deliverables

Written translation will be needed on a variety of documents and materials from English <> Spanish 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 op-eds, and event related request for proposal (RFP) for hotels, caterers, transportation and any additional vendors needed.

This contract will be awarded for March – December 2020 with the opportunity to be extend.

## Deliverable Deadlines

Deadlines will be determined on a case by case basis, most will have a one-week to two-week turnaround, though some documents will require shorter time frames. With each project deadlines will be well noted.

## Budget

Each project will be priced individually, determined by the length of the document and word count. Larger projects such as studies and reports will be priced by a flat rate.

## Guidelines for Proposal Submission

### Requirements

Selected vendors should be able to demonstrate the ability to:

- Properly translate materials provided, with minimal revisions
- Understand and translate complex content related to climate change, sustainable development, and international development
- Meet deadlines and not exceed set budget per project

### Proposal content

Prospective translators should submit:

- A CV or CVs of team members
- Examples of similar previous work and references
- A proposed pricelist for translation services
  - This should include a per word rate and per document rate

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

All expressions of interest and questions about this RFP must be received via email to the contact below by **5:00pm EST on Friday 6 March 2020**.

Christa Lanning  
Events Manager  
[events@ndcpartnership.org](mailto:events@ndcpartnership.org)

Completed proposals must be received via email to the same contact by **5:00pm EST on Friday 13 March 2020**.

## 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 proposal elements
- Experience with similar projects and quality of work samples
- Overall cost of the vendor's proposal
- Successful completion of a translation test
  - Final candidates and/or vendors will be required to take a translation test

### 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.