

Request for Proposal: Translation Services in Spanish and French

27 December 2021

SUMMARY OF PROCUREMENT

The NDC Partnership, through the World Resources Institute (WRI) intends to award a time and materials type contract for translation services. Translation services will include the translation of communication deliverables, marketing materials, and technical documents from English to Spanish and French, and from Spanish and French to English.

Deliverables will be completed on an as-needed basis. Work is expected to begin in January of 2021. Services rendered and/or the length of the contract will be contingent upon the successful completion of work.

About the NDC Partnership

The NDC Partnership brings together 201 members—117 developed and developing countries, 48 institutions, and 36 associate members—to create and deliver on ambitious Nationally Determined Contributions (NDCs) that help achieve the Paris Agreement and the Sustainable Development Goals (SDGs). Governments identify their NDC implementation priorities, and the types of support needed to translate them into actionable policies and programs. Based on these requests, the NDC Partnership membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development. The NDC Partnership is built on the premise of collective action: by acting together, we achieve more.

Hosted by WRI, the UNFCCC Secretariat, and UNOPS, 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 NDC Partnership Support Unit's Communications Team based in Washington DC. The Communications Team will serve as a liaison and intermediary between the translator and Support Unit teams, coordinating and prioritizing all translation requests, providing original source materials for translation, and establishing deadlines with the translator and relevant Partnership staff.

Scope of Work, Outputs & Deliverables

Written translation is needed on a variety of documents and materials produced by the NDC Partnership from English to Spanish or English to French. This includes, but is not limited to, informational and marketing brochures, fundraising and/or donor materials, Microsoft PowerPoint presentations, climate studies and technical reports, press releases and op-eds, event-related requests for proposals (RFPs) for hotels, caterers, transportation and any additional vendors needed, blogs, email newsletters, social media content, and other materials as needed.

In addition to strict translation of the text, the translator will also be required to translate content within the context of the original copy to ensure clarity for the intended audience/readership. The translator will be responsible for ensuring continuity between the English version and Spanish or French versions of the material(s). As these are external-facing and branded materials for a wide range of audiences, including funders, donors, development partners, and other institutions and Members, it is crucial that the text be translated accurately with all relevant background information, context, important terminology and/or clarifying language included. While a list of key words particular to the Partnership will be provided, it is expected that the Translator will be fluent in the vocabulary of sustainable development, environmental policy, and climate change. In addition, translators should serve as their own copyeditors, or outsource copy-editing services as needed, to fact-check and proofread all translated materials for accuracy and content.

This contract will be awarded in January of 2021 with the opportunity to extend based on the successful completion of translated work.

Deliverable Deadlines

Deadlines will be determined on a case-by-case basis with most translation requests allowing for a one-week to two-week turnaround time, though some documents will require shorter time frames. With longer and more technical documents, deadlines will be extended. The Communications Team will determine each project deadline in advance with the translator and staff, and a fixed deadline for turnaround will be agreed to/adhered to.

Budget

Each project will be priced individually based on the length of the document and word count. Larger projects such as studies and reports will be priced at a flat rate.

Guidelines for Proposal Submission

Requirements

Selected vendors and/or translators 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;
- Translate the content of the text accurately with respect to the context of the original source material, including background information, important terminology, and any clarifying language for the desired audience;
- Use editorial guidelines and branding guidelines to guide the translation process;

- Proofread and copy-edit final translations, or outsource proofreading and copy-editing to ensure the final product meets the NDC Partnership’s brand standards;
- Meet deadlines and not exceed the set budget per project, and;
- Be communicative and responsive to the Communications Team regarding progress, deadlines, and turnaround times for all deliverables.

Proposal Contents

Prospective vendors and/or translators should submit:

- A resume or CV, or resumes or CVs on behalf of a team;
- Previous references;
- Portfolio of past work / examples of past translation services, and;
- Proposed pricing for translation services, including a per-word rate and per-document rate.

Expression of Interest, Questions, and Deadlines for Proposals

All expressions of interest and questions about this RFP must be sent via email to Caity Pinkard, Communications Manager, Caitlin.Pinkard@ndcpartnership.org

Deadline for proposal submissions is **5:00PM EST on Monday, 31 January 2022.**

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 past portfolio of work;
- Quality of work samples;
- Overall cost of the vendor’s proposal, and;
- Successful completion of a translation test.

Please note: All final candidates and/or vendors will be required to take a translation test. This position is fully remote. There is no requirement regarding citizenship. Translators must speak either English/French, English/Spanish, or English/French/Spanish.

Selection Process

No proposal development costs shall be charged to the NDC Partnership or WRI. All expenses are to be borne by the bidders. The Partnership may award the bidder offering the best value without discussions. However, we reserve the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range. The NDC Partnership 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.