Request for Proposal: French Translation Services
30 April 2020

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 technical documents and marketing materials (brochures, blogs, social media content) from English to French, and from French to English.

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

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 <> French 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 June – December 2020 with the opportunity to 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 vendors or 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, Questions and Deadline for Proposal
All expressions of interest and questions about this RFP must be sent via email to the contact below

Christa Lanning
Events Manager
events@ndcpartnership.org

Deadline for proposal submissions is **5:00pm EST on Friday 15 May 2020** and should also be sent to the email above.

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 the NDC Partnership or WRI, all expenses are to be borne by the bidders. The Partnership may award to the bidder offering 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.