

## Request for Proposals (RFP)



**Global Partnership**  
for Sustainable Development Data

**To** : Offerors  
**From** : Global Partnership for Sustainable Development Data (GPSDD)/  
United Nations Foundation (UNF)  
**Subject** : Translation Consultant

**RFP Issue Date** : November 26, 2018  
**RFP Re-Issue Date** : January 2, 2019 (*This RFP is being released due to a limited response to the initial call. The contents of the RFP have not changed.*)  
**RFP Closing Date** : January 18, 2019  
**RFP Closing Time** : 17:00 hours U.S. Eastern Time.  
**Performance Period** : Approximately February 1, 2019 to January 31, 2023

GPSDD is seeking one or more consultants with considerable experience with English to French and/or English to Spanish translation to assist GPSDD with translations of a variety of documents. GPSDD invites qualified individuals, firms, and organizations (“Offerors”) to submit a proposal for the requested services. The Contract resulting from this award will be a **Consultant Agreement**.

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate UNF to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to GPSDD/UNF in terms of cost, functionality, and other factors as specified in this RFP.

### Section 1: Background and Purpose

#### **Background: United Nations Foundation**

The United Nations Foundation links the UN’s work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women's empowerment, poverty eradication, energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for GPSDD. For more information, visit [www.unfoundation.org](http://www.unfoundation.org).

#### **Background: Global Partnership for Sustainable Development Data**

The Global Partnership for Sustainable Development Data is a fast-growing, dynamic international partnership bringing together over 320 different organizations including governments, UN agencies, private companies, civil society organizations, and many others. GPSDD convenes, connects and catalyzes

action to address the problems of poor data use, access, quality and production, and to work with stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. GPSDD aims to link and align action, capacities and resources across geographies, sectors and data communities. For more information, please visit <http://www.data4sdgs.org>.

## Section 2: Scope of Services

### 2.1 Definitions

**Translation** is defined as the communication of the meaning of a source-language text by means of an equivalent target-language text. GPSDD assumes that the translated text is quality-controlled and final, meaning that it has been reviewed and edited to meet GPSDD expectations of accurate translation (concordance with the original language version).

**Editing** does not involve translation. It is work carried out on a single language-version text to correct grammar, syntax and style, which is also understood to comprise logic and completeness. Editing is meant to improve the flow and overall quality of the writing, without changing the intended message, doing away with wordiness and removing any ambiguity.

**Proofreading** is defined as comparing an edited laid-out document (final draft) with the source document to ensure all text has been transferred from the source, correcting typographical errors and format inconsistencies as well as accuracy of any cross references, and ensuring the correct location of graphics, tables, headers, footers, page numbers, page breaks, etc. Proofreading may also include the translation of corrections and editions made to a document in one language into the translated version of the same document.

**Urgent translation service** is defined two ways: a) translation of a small job (an occasional document of up to 500 words) that needs to be delivered within 1 business day; and b) larger jobs that need to be delivered as quickly as they can be done.

In some urgent cases, it is possible that there might not be enough time for the successful Offeror to submit the job through its regular quality assurance process. In those cases, the successful Offeror shall advise the GPSDD when acknowledging the request.

**Urgent editing or proofreading service** is defined in a similar way as urgent translation service.

**Regular translation service** is defined as translation that can easily be accomplished by a mutually agreed upon date, considering accepted standards of translation productivity and assuming that only one translator will work on the job.

**Word count** is defined as a continuous series of characters of the translated text. The word count will be done electronically using the same software in which the text was provided. Should that software not have a word count function, GPSDD will copy and paste the text into MS Word to count the number of words.

### 2.2 Types of Documents

GPSDD will require translation service for a broad range of documents including, but not limited to, reports, financial documents, proposals, project abstracts, policies, procedures, general letters, memos,

briefings, website content, social media and public communications. Certain documents will contain specialized terminology commonly used in the data and international development communities of which GPSDD is a part. There may also be legal, financial and audit documents that also use specialized terminology.

### **2.3 Services Expected**

The successful Offeror will provide, on an as requested basis:

- English to French translation
- French to English translation
- Editing of texts in French and English
- Proofreading of texts in French and English

*and/or*

- English to Spanish translation
- Spanish to English translation
- Editing of texts in Spanish and English
- Proofreading of texts in Spanish and English

If an Offeror is able to provide translation/editing/proofreading services in additional languages, this should be noted in the Offeror's proposal.

It is expected that the successful Offeror consults with GPSDD prior to translation projects to discuss terminology and purpose, to ensure the translation has the same meaning and tone as the original document. These consultations will be brief and will be held more frequently during the first year of the contract. The product returned to GPSDD must be in its final form and be fully reviewed for quality control.

Whenever possible, GPSDD requires the successful Offeror to use the same employee translators to handle all GPSDD assignments in order to develop a sound knowledge of GPSDD's "language" and style.

### **2.4 Desirable Experience/Qualifications**

*(If a consulting firm is bidding, GPSDD would look for these qualifications from the lead individual and others likely to be significantly engaged in the work.)*

- B.A. in any discipline, with a preference for degrees in target language or translation
- 5 years of relevant translation, editing or proofreading experience
- Prior experience translating, editing or proofreading documents related to the data and/or international development communities
- Professional accreditation as a translator preferred
- Detail-oriented
- Organized, enthusiastic, able to manage tight timescales during crunch periods

### Section 3: RFP Conditions

UNF reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by the Offeror as a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

### Section 4: Proposal Preparation Instructions

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. The font used should be easy to read and generally no smaller than 11 points. (Smaller font can be used for short footnotes.) Proposals must be submitted in English.

#### 1. Cover Letter

A one (1) page cover letter on the Offeror's letterhead should be submitted and should include the following:

- a. A reference to the RFP subject.
- b. The primary contact person with respect to this RFP: the individual's name, address, phone number and email address.
- c. A statement confirming the Offeror does not have a conflict of interest with this RFP, real or perceived.
- d. **Signature** of the person(s) duly authorized to sign on behalf of the Offeror and bind the Offeror to statements made in response to the RFP.

#### 2. Technical Proposal, no more than four pages

This technical proposal should summarize, in a brief and concise manner, the Offeror's understanding of the scope of services and make a positive commitment to perform the work in a timely manner. It

should include a brief description of the Offeror’s experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP, and years of relevant experience.

**2. Resume or CV of Key Personnel**

**3. Portfolio of Work**

The Offeror must include relevant sample work for at least 3 projects.

**4. List of References**

The Offeror must include a list of three references, including phone number, e-mail address and a short description of work done for the referee.

**5. Cost Requirements**

The Offeror should include completed versions of the following tables. All prices must be quoted in U.S. dollars. Prices will be applicable throughout the three-year term of the contract.

Please provide an all-inclusive rate for translation in accordance with the following table. As detailed in sub-section 2.1, which defines the required services, this rate includes all work required to return a final product to GPSDD.

Type of Service: Translation	Regular Translation Rate per Word	Urgent Translation Rate per Word
English to French		
French to English		
<i>and/or</i>		
English to Spanish		
Spanish to English		
<i>Add lines for additional languages, if applicable.</i>		

Provide an all-inclusive hourly rate for editing services in accordance with the following table.

Type of Service: Editing	Regular Editing Rate per Hour	Urgent Editing Rate per Hour
French or English Text		
<i>and/or</i>		
Spanish or English Text		
<i>Add lines for additional languages, if applicable.</i>		

Provide an all-inclusive hourly rate for proofreading services in accordance with the following table.

Type of Service: Proofreading	Regular Proofreading Rate per Hour	Urgent Proofreading Rate per Hour
French or English Text		
<i>and/or</i>		
Spanish or English Text		
<i>Add lines for additional languages, if applicable.</i>		

**Proposal Submission:** Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: [proposals@data4sdgs.org](mailto:proposals@data4sdgs.org). Be sure to include in the subject line: Translation Consultant. The Offeror should not send e-mails with Zip files, as such e-mails will be caught in UNF spam filters. UNF will not accept proposals received by fax or mail.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

## Section 5: Selection

GPSDD will review candidates with the goal of selecting one or more consultants most advantageous to GPSDD, based on the qualifications listed above, as demonstrated by the technical proposal, resume(s) or CV(s), and additional material, if applicable. GPSDD will consider the Offeror’s capability to deliver the scope of services, and the feasibility of the approach. GPSDD will also consider costs to ensure that they are reasonable to deliver the services. GPSDD may meet with one or more Offerors prior to selection. GPSDD may also make an award to more than one Offeror.

## Section 6: Terms of Payment

Payment terms for the award shall be on a deliverables basis and will be made following the submission of each deliverable. Payment is dependent upon receipt of valid invoice, and contingent upon successful completion of deliverables, at the sole discretion of UNF. Payment shall be made in U.S. dollars by UNF via check or bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.