

## **Call for Proposals** **Translation Services Provider**

**Date Extension**  
**Announcement Date: January 28, 2022**

Conservation International, has issued a Call for Translation Services Provider for its Americas Field Division. As we are interested to receive your application, we have extended the RFP deadline to February 4, 2022 – 5 PM (Eastern Time)

### **CI Procurement**

## **Call for Proposals** **Translation Services Provider**

### **Section I. Introductions, Scope of Work, and Deliverables**

#### **I.1. Introduction**

For over thirty years, Conservation International has worked to spotlight and secure the critical benefits that nature provides to humanity. Combining fieldwork with innovations in science, policy and finance, we've helped protect more than 6 million square kilometers (2.3 million square miles) of land and sea across more than 70 countries.

Today, with offices in more than two dozen countries and a worldwide network of thousands of partners, our reach is truly global.

In order to support these global and regional efforts, CI invites firms to participate in this competitive solicitation for **Translation Services Providers**.

#### **I.2. Scope of Work**

Translators must have an excellent knowledge of their main tongue for which they are applying (English, Spanish, Portuguese French or Dutch), as well as full command of the active languages regardless of the subject matter, technicality and style of the texts or the speaker's discourse, in accordance with the following combinations:

##### **CATEGORY N° 1**

- English at mother tongue level with fluency in Spanish, Portuguese and French;

##### **CATEGORY N° 2**

- Spanish at mother tongue level with fluency in English, Portuguese and French;

##### **CATEGORY N° 3**

- Portuguese at mother tongue level with fluency in Spanish and English;

##### **CATEGORY N° 4**

- French at mother tongue level with fluency in Spanish and English;

##### **CATEGORY N° 5**

- Dutch at mother tongue level with fluency in English;

Examples of documents that may need to be translated include, but are not limited to:

- Technical and financial proposals
- Technical reports
- Policy and procedures manuals
- Contracts
- Agreements
- Books
- Factsheets
- Newsletters
- Website text

Vendors should also consider:

- Areas of Knowledge: Experience and knowledge in Environment and Conservation (desired)
- Vast experience in writing and editing informative texts, legal, creative and specialized technical reports.
- High command of grammar and spelling.

### **I.3. Timetable of Performance**

The period of performance of any contract resulting from this solicitation is anticipated to be for 2 years. Starting January 2022 through February 2024.

**I.4. Location:** In all the countries in the Americas where CI has an office (US, Suriname, Peru, Mexico, Guyana, Ecuador, Costa Rica, Colombia, Brazil and Bolivia).

### **I.5. Minimum Qualifications**

CI requires an individual or team of individuals with senior-level qualifications to perform the work described here. Individuals will have, at a minimum an academic degree from a university or institution of equivalent language proficiency to the category for which they are applying.

The following certifications less than 2 years old will be considered.

- English: TOEFL- IBT (80 points); CAE (80 points); Cambridge (C2 Proficiency) or ATA
- Spanish: Academic degree in linguistics or equivalent
- Portuguese: DAPLE or DUPLÉ C1
- French: DELF B2 (80/100)
- Dutch: CNaVT B2 and C1

Minimum 2 years of Experience Working with past clients, nonprofits and/or international development organizations.

## **Section II. Instruction for Proposal Submission**

Proposals & Questions shall be submitted electronically to the following email address, [AmericasCallforProposals@conservation.org](mailto:AmericasCallforProposals@conservation.org) by the closing date in Section II.4. Offerors are responsible to ensure their offers are received in accordance with the instructions stated herein. Late offers may not be considered.

### **II.1. Technical Proposal**

The Technical Proposal must be submitted in English Language with the following information:

- a. Cover/Presentation letter describing qualifications, experience and capabilities of the firm/individual in providing translation services
- b. Contact name, email address, and telephone number to facilitate communication
- c. Please provide a list of three or more client references with similar needs to ours and their contact information
- d. Please provide certifications, Resumes or CVs of "key personnel" that will be assigned
- e. In case of emergency, express requests. Provide information about small documents to be translated in 24 hours (number of words, cost)

**II.2. Financial Information**

- a. Pricing structure for your services. (amount per word translated and additional fees for services)
- b. A budget in USD

**II.3. Schedule of Events  
Evaluation and Basis for award**

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation. Points will be assigned to the proposal based on the following criteria:

- 1. Experience and Certifications (Resumes, CVs and academic background of "key personnel", certification, Experience with nonprofits and/or international development organizations (15%).
- 2. Quality Assurance and Technology.- CI will evaluate the vendor’s ability to deliver a quality product, based on the vendor project team structure, consistency among projects and different languages, translation management technology, translation platform, translation memory capabilities. (10%)
- 3. Financial proposal. Cost among vendors will be compared on a per-word basis as well as fees for additional services\* (25%).
- 4. Evaluation: Vendor ability to demonstrate language proficiency with the translation of a document (no more than 2 pages) in 60 minutes (40%).
- 5. Customer Service and Assistance.- Vendor ability to meet CI’s translation needs in a flexible manner, time of response, feedback mechanisms. (10%)

Criteria	%
Experience and Certifications	15
Quality Assurance and Technology	10
Financial proposal	25
Evaluation	40
Customer Service and Assistance	10
<b>Total</b>	<b>100</b>

**II.4. Schedule of Events**

The following calendar summarizes important dates in the process. Offerors must strictly follow these deadlines. The dates may be modified at the sole discretion of CI.

Open Call:	01/10/2022
Deadline for Questions:	01/21/2022
Due Date:	02/04/2022, 5 PM Eastern Time (ET)

## ETHICS STANDARDS

Conservation International's reputation derives from our commitment to our core values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to.

**Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).**

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

### Integrity:

- Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.
- Comply with all contractual terms as well as all applicable laws, rules and regulations, domestic and international, in every country where Services are carried out.
- Provide true representation of all Services performed.
- Never engage in any of the following acts: falsification of business document or receipts, theft, embezzlement, diversion of funds, bribery, or fraud.

### Transparency:

- Avoid conflicts of interest and not allow independent judgment to be compromised.
- Not accept gifts or favors from sub-contractors, suppliers or other 3<sup>rd</sup> parties that would negatively impact the provision of Services to CI.

### Accountability:

- Disclose to CI, at the earliest opportunity, any information you have or become aware of, that may result in a real or perceived conflict of interest or impropriety.
- Implement activities, provide Services, and manage staff and operations in a professionally sound manner, with knowledge and wisdom with the goal of a successful outcome per the terms of this Agreement.

### Confidentiality:

- Not disclose confidential or sensitive information obtained during the course of your work with CI.
- Protect confidential relationships between CI and other 3<sup>rd</sup> parties.

### Mutual Respect and Collaboration:

Engage with indigenous peoples and local communities in which CI works in a positive and constructive manner that respects the culture, laws, and practices of those communities, with due regard for the right of free, prior and informed consent.