



# Request for Proposals for **Translation Services**

**Submission of Proposal Deadline: 5PM EDT, Monday, April 10, 2023**

# REQUEST FOR PROPOSALS (RFP)

<b>Project</b>	<b>USAID/ Mali Monitoring, Evaluation and Learning Platform</b>
<b>Funder</b>	USAID/Mali
<b>Cooperating Country</b>	United States
<b>RFP Number</b>	2023-09
<b>RFP Release Date</b>	Monday, March 27, 2023
<b>Deadline for Proposals</b>	Monday, April 10, 2023
<b>Appendix</b>	Appendix A Requirements
<b>Direct Submissions</b>	<a href="mailto:aprice@socialimpact.com">aprice@socialimpact.com</a> ; <a href="mailto:jhuai@socialimpact.com">jhuai@socialimpact.com</a>

## I. Project Background

Social Impact Inc. (SI) is a Washington, DC-area international development management consulting firm. SI's mission is to improve the effectiveness of international development programs in order to improve people's lives. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and gender and social analysis. SI services cut across all development sectors including democracy and governance, health and education, the environment, and economic growth. SI's clients include government agencies; bilateral donors; multilateral development banks; foundations; and non-profits.

### Scope of Work

SI seeks qualified translators to provide translation services to the USAID/ Mali Monitoring, Evaluation and Learning Team in support of its activities. SI invites applicants to submit proposals for translation services under the criteria below. SI will require both translation services from English into French and from French into English.

### Responsibilities:

- Provide French to English (and vice versa) translation of legal documents including but not limited to employee agreements, subcontracts, handbooks, purchase orders, and manuals.
- Provide French/English language translation of certified business documents including but not limited to articles of incorporation, by-laws, meeting minutes, and authorization to practice.

### Qualifications:

#### **Required:**

- 5+ years of work experience as a French/English translator.
- Proven experience translating for companies and legal documents.
- Excellent communication and language skills.
- Good skills in Microsoft Office applications.
- Demonstrated organizational skills and attention to detail.
- Able to work under pressure and meet deadlines.

#### **Preferred:**



- Previous experience working on USAID or other USG-funded projects in similar size and scope.

## Ordering Process

Under this solicitation, SI intends to select qualified translators and issue Firm Fixed Unit Price Blanket Consulting Agreements (BCAs) to establish pricing levels and parameters for ordering services in the future. This will allow SI to issue specific Work Orders (WO) under each BCA, on an as-needed basis, for the ordering of translation services over the length of the duration of the BCA. The Translator shall furnish the services described in any WO issued by SI under the BCA. SI is only obligated to pay for services ordered through WOs issued under the BCA and delivered by the Translator in accordance with the terms/conditions of the BCA and WO. At this time, the quantity of services to be requested under any BCA resulting from this RFP are unknown. Specific quantities will depend on the needs of the project and individual WOs will be issued under the BCA as the need arises for services. This solicitation does not commit SI to award a contract nor to a specific level of engagement.

## Confidentiality

All selected consultants with access to or involved in the translation services under this BCA will be asked to sign a non-disclosure agreement (to be provided upon award) signifying their understanding of ethical behavior in the field and proper handling of confidential and private information, including personally identifiable information (PII). Similarly, the selected Applicants will be required to read and acknowledge [SI's Standards for Business & Ethical Conduct](#).

## II. Submission Instructions

Applicants must submit the following as part of their proposal:

For Individual Applicants:

- **Curriculum Vitae (CV):** Provide a current Curriculum Vitae (not to exceed 3 pages)
- **Cover Letter:** Introduce yourself, briefly summarize your professional experience, your suitability based on the required and preferred qualifications, and include an expression of interest (not to exceed 1 page)
- **Quotation (Appendix A):** The Applicant is required to prepare a quotation covering all items in Appendix A\_Requirements. The Applicants shall submit the price in fully burdened rate per unit form (including all costs for labor, overhead, taxes, other direct costs, etc.) and expressed in USD. Quotations must also indicate the The quotation should be valid for three months after submission.
- **Sample Translation (Appendix B):** Applicants should provide a fully translated sample of the two paragraphs in Appendix B.

For Organizational Applicants:

- **Curriculum Vitae (CV):** Curriculum Vitae for proposed personnel who will be assigned to work under any resulting BCA (not to exceed 3 pages).
- **Organizational Cover Letter:** summarize the organization's professional experience, the organization's suitability based on the required and preferred qualifications, and include an



expression of interest (not to exceed 1 page)

- **Quotation (Appendix A):** The Applicant is required to prepare a quotation covering all items in Appendix A\_Requirements. The Applicants shall submit the price in a lump-sum form, including personal income tax, and expressed in USD. The quotation should be valid for three months after submission.
- **Sample Translation (Appendix B):** Applicants should provide a fully translated sample of the two paragraphs in Appendix B.

Applicants are responsible for ensuring that their offers are received by SI by the instructions, terms, and conditions described in this RFP. Failure to adhere to instructions described in this RFP may lead to disqualification of an offer from consideration.

### Offer Deadline and Protocol

#### Apply here

To apply, please **merge your CV, cover letter, and Appendix A into one pdf file** and submit it to Abigail Price, [aprice@socialimpact.com](mailto:aprice@socialimpact.com).

Submit questions: **5PM EDT, Monday, April 3, 2023**

Closing date for application: **5PM EDT, Monday, April 10, 2023**

Applications are considered on a first come first serve basis.

### Eligibility

By submitting an offer in response to this RFP, the Applicant certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. SI will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

### Taxes and VAT

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. Therefore, Applicants must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of the Cooperating Country.

## III. Evaluation

The selection will be made to responsible Applicants whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Qualifications and Past Performance - 30 points: extent to which the offeror meets the required and preferred qualifications as demonstrated in offeror's CV and Cover Letter.
- Translation Sample– 30 points: The accuracy of the offeror's translation sample.
- Delivery – 20 points: The speed in which the offeror can return translated documents.
- Price – 20 points: The overall cost presented in the offer.



Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SI reserves the right to waive immaterial deficiencies at its discretion.

To learn more about Social Impact, please visit our website: <http://www.socialimpact.com>

SI is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.



## Appendix A Requirements

**Name of Applicant:**

**Address:**

**Tel:**

**Email:**

<b>Content</b>	<b>Rate</b>	<b>Return Time</b>	<b>Notes</b>
Translate document from English into French/ French into English (Assume 350 word/page for pricing purposes)	... USD/page		
Proof reading/ editing/ updating already translated documents (Assume 350 word/page for pricing purposes)	... USD/page	350 words/page.	



**Appendix B Translation Sample**

**Please provide a translation for the following paragraphs:**

<b>English</b>	<b>French</b>
<p>CONFLICTS OF INTEREST</p> <ol style="list-style-type: none"><li>1. Organizational Conflicts of Interest. The Subcontractor warrants that, to the best of the Subcontractor's knowledge and belief, there are no relevant facts or circumstances which would give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5. The Subcontractor agrees that if an actual or potential organizational conflict of interest is discovered after execution of this Subcontract, the Subcontractor will make a full disclosure in writing to Prime Contractor within two (2) business days, under terms of confidentiality, for submission by Prime Contractor directly to the Government. This disclosure shall include a description of actions which the Subcontractor has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict. Should an actual, potential, or apparent organizational conflict of interest arise with respect to the Subcontractor, that, in the reasonable opinion of Prime Contractor and/or the Government cannot be mitigated, Prime Contractor may terminate this Subcontract.</li><li>2. Third Party Conflicts of Interest. The Subcontractor represents that the Subcontractor is free to enter this Subcontract and that this engagement does not violate the terms of any agreement between the Subcontractor and any third party. Further, the Subcontractor, in performing the services, shall not utilize any invention, discovery, development, improvement, innovation, or trade secret in which the Subcontractor does not have a proprietary interest.</li><li>3. Personal Conflicts of Interest. If a personal conflict of interest exists, conflicted personnel of the Subcontractor shall be disqualified from taking part in any way in the performance of the assigned work which created the conflict of interest situation.</li><li>4. Notification of Conflict of Interest.</li></ol>	

<p>Subcontractor agrees to notify Prime Contractor of any actual, apparent, or potential conflict of interest under this Subcontract. Notification of any conflict of interest shall include both organizational conflicts of interest (as defined in FAR Subpart 9.5) and personal conflicts of interest (which are defined as the same types of relationships as an organizational conflict of interest, but applicable to an individual).</p>	
	<p>Droits concernant les Données, les Droits d'auteur et les Licences :</p> <ol style="list-style-type: none"> <li>1. Les droits portants sur toutes les données et publications produites dans le cadre de l'exécution du présent Contrat sont considérés comme « un travail sur commande » et appartiennent à la Compagnie. L'Employé devra céder, transférer et transmettre la Compagnie, sans autre examen, la totalité des droits, titres et intérêts concernant toutes les données et publications conçues et développées par l'Employé dans le cadre de l'exécution de ce Contrat. La Compagnie, à son gré, peut céder, transférer et transmettre ces droits, titres et intérêts. L'Employé, sur demande, devra signer tous documents nécessaires et fournir toute l'assistance raisonnable à la Compagnie pour céder tous les droits, titres et intérêts concernant ces données et publications.</li> <li>2. Lors de la résiliation ou de l'expiration du présent Contrat, l'Employé devra remettre tous les registres, toutes les données, informations et autres documents ainsi que toutes leurs copies à la Compagnie. Aucun rapport ni donnée ne peut être divulgué par l'Employé sans le consentement écrit préalable de la Compagnie. Le non-respect de ces droits sera considéré comme une infraction au présent Contrat.</li> <li>3. Le terme « données » tel qu'utilisé dans les présentes inclut les écrits, logiciels, données électroniques, enregistrements audios et vidéos,</li> </ol>



	<p>reproductions graphiques et travaux de nature similaire (qu'ils fassent l'objet ou non d'un copyright) qui sont mis au point ou créés dans le cadre de la réalisation par l'Employé du présent Contrat, ou à partir d'éléments ou d'informations acquises suite à l'exécution des services fournis au titre des présentes. Le terme « logiciel » signifie tous programmes informatiques ainsi que la documentation de support et les spécifications nécessaires pour atteindre les résultats souhaités.</p> <p>4. À des fins de copyright, toutes les données concernées appartiendront à la Compagnie, ou à toute autre personne ou entité que la Compagnie pourra désigner. L'Employé ne pourra faire valoir aucun droit légal ni équitable à l'égard des données concernées, ni se prévaloir de revendications sur le copyright statutaire concernant ces données.</p>
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