

REQUEST FOR PROPOSALS TO TRANSLATE ENGLISH TO FRENCH

Background/Overview

The African Academy of Sciences (the AAS) is a non-aligned, non-political, not-for-profit pan African organization. The vision of the AAS is transformed lives through science, while its mission is to leverage resources for Science Technology and Innovation (STI) through excellence and thought leadership for Africa's development. Our tripartite mandate is: recognizing excellence through the AAS's highly prestigious fellowship, affiliates and award schemes; providing advisory and think tank functions for shaping Africa's STI strategies and policies; and implementing key STI programmes addressing Africa's developmental challenges.

The Need for translation of the AAS Website and other AAS literature

As the AAS seeks to increase its profile and that of science on the continent, in fulfilling this mandate through its Pan African nature, it seeks to practice inclusivity by speaking to all African regional and economic blocs through their chosen national languages. The AAS seeks to engage the services of a competent and knowledgeable translation/interpretation agency to help it translate its vision and mandate through its website and other visibility materials.

The consultant will be tasked to translate to French the AAS website and other written and designed material for the duration captured on the final contract.

Scope and objectives of the Assignment

- Proposals are hereby invited for the provision of translation services. The agency or consultant will Provide quality information in French– through printed materials as well as through its website, ranging from policy, advocacy, media documents and various science research data captured through the various programme operating under the AAS.
- The AAS seeks to establish long-term agreements with a professional agency for translation, revision and proofreading from mainly English to French

Objectives

To procure translation, revision, proofreading and terminology services that would ensure the best possible quality level of translated information materials and be in keeping with the most efficient process in terms of quality versus cost.

Scope

Various translation related tasks from English-to-French including:

- Translation, revision and proof-reading of The AAS publications (annual and biannual reports, policy briefs, technical guidelines, best practice documents, etc.
- Translation of media materials (Press releases, Executive Director statements, media advisories, fact sheets, brochures, banners etc.) - usually with a rapid turnaround time and without subsequent revision by another translator.

- Translation of materials for AAS website (feature stories, web pages) - very often under pressure and with a maximum turnaround time of 24 hours, with self-editing. Translation of any other documents as required (e.g. correspondence, Op-eds, Bios, articles)

The service provider will be responsible for the delivery and receipt of work in electronic format.

The scope of each task, deadline for completion and other modalities will be mutually agreed upon through translations coordinator in writing in advance.

Deliverables/ Outputs

- Translation of the AAS website from English to French.
- Translation of printed materials generated by the AAS-Fact sheets, Brochures,
- Translation of media materials (Press releases, Call for applications, media advisories.

Consultant Profile

- Perfect mastery of French and excellent knowledge of English (University degree or higher);
- Proficiency in methods and techniques specific to translation (post-graduate qualification in translation, applied linguistics or related field);
- Specialized knowledge of Scientific research is a strong asset;
- Experience in doing translations for the NGO system is an asset;
- Excellent drafting skills and good written style;
- Good communication skills, analytical skills and ability to do research;
- Sensitivity to the cultural context and the target audience;
- Adaptability and flexibility required to work under pressure and to meet short deadlines;
- Good IT skills, experience in computer-assisted translation is an asset.

Proposal Submission Guidelines:

Proposals from bidders should include a **technical proposal** and **financial proposal** and must include the following elements:

- a) A cover letter introducing the submission
- b) An executive summary not exceeding three (3) A4 pages providing an overview of your response to the scope of work citing previous experience and expertise
- c) A proposal that outlines the work plan
- d) Detailed CVs of the interpreter (s) outlining the relevant skills and experience
- e) Details of at least 5 relevant references where similar assignments have been undertaken
- f) Current business licenses where applicable
- g) Valid VAT and PIN Certificate where applicable
- h) Current valid Tax Compliance Certificate from Kenya Revenue Authority where applicable

- i) Financial Proposal for the provision of the services. The financial proposal shall clearly indicate translation rate per word. The prices quoted should be **inclusive** of all taxes and delivery costs, must be in KES or USD
- j) Vendors are encouraged to include any additional information they believe demonstrates added value for the AAS within the scope of this project

Evaluation of proposals:

Successful agencies will be shortlisted and invited to interview. Only successful finalists will be contacted.

Evaluation Criteria:

Response will be evaluated based on the following criteria:

Criteria	Score
Stage 1: Mandatory Documents (as per pre-qualification document 1)	
Stage 2: Technical Evaluation (All firms that provides all the mandatory documents as prescribed above shall be considered for Technical evaluation of this RFP)	
1) Adequacy of the proposed work plan, methodology and deliverables, in responding to the terms of reference	30%
2) Specific experience of the agency related to the assignment (Provide evidence of having undertaken similar assignments in the last 5 years by submitting at least five (5) reference letters of recommendations)	20%
3) Qualifications and competence of the key staff for the assignment	30%

Other Terms and Conditions

This document is the property of the AAS and contains proprietary and confidential information. Recipients may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this RFP.

The AAS makes no commitment to any consultant/service provider unless a contract has been awarded and signed by both parties. The AAS reserves the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the supplier's staff and any member of the AAS staff in relation to this exercise other than through the designated contact points as detailed within this RFP. It is however recognized that pre-existing relationships if any, shall be respected.

Ethics

The Agency is required to observe the AAS procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics in regard to corruption, collusion, conflict of interest and fraud. If the agency does not observe confidentiality or ethical practices, they shall be disqualified from any further work with the AAS.

Travel and Subsistence

Where appropriate, any costs for travel and subsistence must be clearly shown in the proposal.

Non-Disclosure and Confidentiality

Consultants should be aware that inappropriate publicity could have a serious effect upon the AAS's business. The information contained within this document or subsequently made available to the consultant is deemed confidential and must not be disclosed without the prior written consent of the AAS unless required by law.

Independent Proposal

By submission of a proposal, the consultant warrants that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential consultant or with any competitor.

Costs Incurred by Prospective Consultant

It should be noted that this document relates to a Request for Proposal only and not a firm commitment from the AAS to enter into a contractual agreement. In addition, the AAS will not be held responsible for any costs associated with the production of a response to this Request for Proposal.

Instructions on the Proposal Submission Process

1. Response to this request for proposal should be strictly sent by email to: procurement@aasciences.africa and marked as follows on the subject line: **'AAS/12/2020- Language Translation**
2. Deadline for submission of proposals is **Friday 31st July 2020 at 1700hrs (East African Time)**
3. Request for clarifications to be sent to procurement@aasciences.africa by **COB 17th July 2020.**
4. **Please encrypt your proposal with a password and share your password to procurement through procurement@aasciences.africa on 3rd August 2020 unless advised otherwise**
5. **N/B. ANY PROPOSAL THAT IS NOT PASSWORD ENCRYPTED WILL BE AUTOMATICALLY DISQUALIFIED**



Primary RFP Contact

Procurement Office

The African Academy of Sciences Headquarters,

8 Miotoni Lane, Karen

P.O. Box 24916, Nairobi, Kenya

Telephone: +254 208 060 674 / 709 158 130 / 709 158 100

procurement@aasciences.africa