



## REQUEST FOR PROPOSALS

### TRANSLATION SERVICES – FRAMEWORK AGREEMENT

Closing Date: Friday November 19<sup>th</sup>, 2021, at 17:00 EST

Action Against Hunger Canada is both a Canadian and International not-for-profit that fights hunger and its root causes worldwide. With 40 years of experience Action Against Hunger is a recognized leading organization specialized in addressing hunger and its underlying causes. Action Against Hunger Canada is the co-host of the Technical Support Team Coordination Unit of Global Nutrition Cluster Technical Alliance and of the SMART Initiative.

The Technical Support Team (TST) of the Global Nutrition Cluster (GNC) Technical Alliance is an initiative to support practitioners in improving the quality of nutrition in emergency (NiE) preparedness, response and recovery, by providing coordinated, accessible and timely technical support, through multiple channels, when requested.

The TST covers expertise in a wide variety of technical areas in nutrition including community-based management of acute Malnutrition (CMAM), Infant and Young Child Feeding in Emergencies (IYCF-E), Nutrition Assessments, Social Behaviour Change (SBC) for nutrition outcomes, prevention and treatment of severe and moderate acute malnutrition, Maternal Nutrition, Food Assistance, NiE preparedness, micronutrient and multi-sectoral nutrition programming, Coverage Assessment, Prevention and management of stunting, Cash Assistance, Adolescent Nutrition, Management of at-risk mothers and infants (MAMI), Adult malnutrition, Cluster Information Management, Cluster Coordination, Intersectoral Collaboration and Capacity Development The SMART Initiative was founded as an inter-agency effort to fight hunger around the world by establishing shared systems, tools, resources, reliable data and thought leadership for those working in the nutrition information space.

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The SMART Initiative as well as the Technical Support Team of the GNC Technical Alliance are looking for vendors to support their programs by providing high-quality translation and interpretation in English, French, Spanish, Portuguese, Swahili, Arabic, Urdu, Bengali, Hindi, Burmese, Pashtu, Dari and Nepali.

***The aim of this RFP is to identify and select vendors for the purpose of establishing an annual Framework Agreement, not a service contract. Vendors with Framework Agreements may be contracted by Action Against Hunger Canada over the duration of the agreement based on rates set in the Framework Agreement.***

## **SERVICE DESCRIPTION**

Vendors may provide full or partial proposals for the services indicated below:

### **Written Translation**

1. Translation of documents to and from English, French, Spanish, Portuguese, Swahili, Arabic, Urdu, Bengali, Hindi, Burmese, Pashtu, Dari and/or Nepali.

*Instructions and additional information for vendors: Please include languages offered and the associated rates. Lengths of documents can vary.*

### **Review and Editing of Written Content**

2. Proofread, review, and edit written content in English, French, Spanish, Portuguese, Swahili, Arabic, Urdu, Bengali, Hindi, Burmese, Pashtu, Dari and/or Nepali.

*Instructions and additional information for vendors: Please provide languages offered and the associated rates. Lengths of documents can vary.*

### **Simultaneous Interpretation**

3. Simultaneous verbal interpretation to and from English, French, Spanish, Portuguese, Swahili, Arabic, Urdu, Bengali, Hindi, Burmese, Pashtu, Dari and/or Nepali.
4. Simultaneous written interpretation to and from English, French, Spanish, Portuguese, Swahili, Arabic, Urdu, Bengali, Hindi, Burmese, Pashtu, Dari and/or Nepali.

*Instructions and additional information for vendors: Please provide languages offered and the associated rates. In 2021-2022, simultaneous verbal and written interpretation is anticipated to be done on virtual platforms ie. Zoom or Teams. Please note your familiarity with the software.*

## IMPORTANT DATES

September 15: Call Opens

November 10: Vendors deadline for submitting questions.

November 12: Action Against Hunger Canada provides responses to questions.

November 19: Proposal Deadline

November 22 – December 15: Proposal review & negotiations

December 17: Framework Agreements awarded to successful vendors.

## SUBMISSION REQUIREMENTS

In addition to the instructions and additional information for vendors above, proposals responding to this RFP should include:

- Experience providing translation and interpretation support in English, French, Spanish, Portuguese, Swahili, Arabic, Urdu, Bengali, Hindi, Burmese, Pashtu, Dari and/or Nepali. Please provide samples of your work by translating the text available in Annex 1 in all the languages you can offer.
- Any experience with the technical language and terminology utilized within the humanitarian or development sectors – in particular public health and nutrition, gender, gender-based violence and safeguarding.
- Any additional support used for translation, and adjusted costs, including: computer assisted translation (CAT) such as TRADOS or WORDFAST and translation memories.
- Key team members.
- Three references for which you have conducted similar work.
- Detailed rates per language and type of support. Please provide your quotations in Canadian Dollars (CAD).

Submit the proposal to:

[procurement@actionagainsthunger.ca](mailto:procurement@actionagainsthunger.ca)

Please highlight “Nutrition Translation Services” in the subject heading.

# ANNEX 1

## SAMPLE TRANSLATION TEXT

### SAMPLE 1

The Technical Support Team (TST) brings a wealth of knowledge and experience, on issues including (but not limited to) Infant and Young Child Feeding in Emergencies, Early Detection and Treatment of Child Wasting, Social Behaviour Change for Nutrition Outcomes, Nutrition Surveillance and Surveys, Cluster Coordination and Information Management, Intersectoral Collaboration and Capacity Development. Via the TST Partners, additional expertise also available includes prevention and treatment of Severe acute malnutrition (SAM) and Moderate acute malnutrition (MAM), Maternal Nutrition, Food Assistance, Micronutrient and Multi-Sectoral Nutrition Programming, Coverage Assessment, Prevention and Management of Stunting, Cash Assistance, Adolescent Nutrition, Adult Malnutrition, Psychosocial Support and Nurturing Care linked with nutrition outcomes. This list is not exhaustive so any request linked with nutrition emergency preparedness, response or recovery can be considered; the required expertise will likely be encountered with the array of partners available to the Technical Support Team (TST).

Whilst each package is tailored to specific needs, across the technical areas support provided could include capacity strengthening, the design and delivery of trainings and orientations, development of training plans, survey design and implementation, formative research, personnel, organizational and programmatic capacity mapping, policy assessment, coaching, strategy and work plan development, tool development, support to technical working groups, monitoring and evaluation design, learning and documentation, and advocacy support.

### SAMPLE 2

Undernutrition is essentially the outcome of the insufficient quantity and quality of food intake associated with diseases and poor childcare practices. It can also be described as a range of conditions that can be classified as: 1) stunting, or chronic undernutrition, 2) wasting, or acute undernutrition, 3) underweight and 4) micronutrient deficiencies. Wasting in children is the life-threatening result of poor nutrient intake and/or disease. Children suffering from wasting have weakened immunity, are susceptible to long term developmental delays, and face an increased risk of death, particularly when wasting is severe. These children require urgent feeding, treatment, and care to survive.