



RFP/001/2024

Terms of Reference

BEING Translation Services (English to Spanish, French, and Arabic)

January 2024

procurement@scienceforafrica.foundation

1.0 BACKGROUND

The Science for Africa Foundation (SFA Foundation) is a pan African, non-profit and public charity organisation that supports, strengthens, and promotes science and innovation in Africa. The SFA Foundation is committed to improving the quality of lives of African people and to promoting the uptake of research in communities, industry, and the public sector.

The goal of SFA Foundation is to support stakeholders in addressing the continent's most pressing developmental needs by generating knowledge that solves problems and informs decision-making. The SFA Foundation serves the African research ecosystem by funding excellent research and innovation ideas; enabling interdisciplinary collaboration among researchers; and building and reinforcing environments that are conducive for scientists to thrive and produce quality research that generates new, locally relevant knowledge. SFA Foundation operations are hosted within the International Centre of Insect Physiology and Ecology (icipe) as a programme in the Republic of Kenya.

1.1 About BEING

The Being Mental Health Initiative, funded by Grand Challenges Canada (GCC) in partnership with a group of global mental health research funders including Foundation Botnar and Wellcome, is driven by the vision to establish a cohort of longitudinal programmes across 13 priority countries (Egypt, Morocco, Ghana, Sierra Leone, Senegal, Tanzania, Ecuador, Colombia, India, Pakistan, Indonesia, Vietnam and Romania), all working towards enhancing the mental health and well-being of our young population. The SFA Foundation is partnering with GCC in designing and implementing a research funding call to better understand and estimate the long-term impacts of emerging stressors on young people's mental health and wellbeing. Activities include conducting a research prioritization process, launching a Request for Proposals (RFP), selecting, negotiating, managing grants and supporting research partners.

2.0 SCOPE OF THE WORK

2.1 Objective of the assignment

SFA Foundation is looking to engage translation service providers from English to Spanish, French, and Arabic of a programmatic call for applications announcement documents.

2.2 Description of requirements

Under the supervision of the BEING Programme Manager and the Corporate and Science Communications Manager, the service provider(s) will be requested to undertake the below translation tasks from English to Spanish, French and Arabic languages:

- i. Produce accurate translation of BEING call for application announcement documents; talking points, brochures, fact sheets, website content, press releases, visuals and multimedia content etc. as assigned by SFA Foundation;
- ii. Use the appropriate terminology considering the style and nuances of the original text;
- iii. Quality check and proofreading of translation ensuring no typographical errors in the final text and in compliance with SFA Foundation's editorial standards;
- iv. Ensure timely delivery of translated materials: Making necessary edits or changes required by SFA Foundation or its partners and re-submit corrected text within the agreed timeframe;
- v. Deliver the translated documents as per the plan developed by the SFA Foundation.

3.0 DELIVERABLES

Translated materials shall be submitted electronically to the BEING Programme Manager and the Corporate and Science Communications Manager in accordance with the timeframe established.

4.0 MANDATORY REQUIREMENTS

The list of translators and other team members and their CVs must be provided as per the requirements of this Request for Proposals. The company must have at least 2 qualified full-time translators in the team proposed. The company Pin/TAX compliance certificate must be provided.

5.0 TIMELINES

The translation will be undertaken from 01 March 2024 – 30 June 2024.

6.0 HOW TO APPLY

Proposals should include a technical proposal (of no more than 10 pages) and a financial proposal (not more than 3 pages) and must include the following:

6.1 Technical Proposal:

- a) An overview of approach and methodology for your translation;
- b) Demonstration of a clear understanding of the engagement;
- c) Company profile - detailing relevant experience from similar assignments along, but not limited to, the themes below:
 - Extensive experience in translation services for international development organizations.
- d) Bidders are encouraged to include any additional information they believe would demonstrate added value to the scope of this translation engagement.

6.2 Financial Proposal:

- a) The financial proposal should clearly indicate the total fees disaggregated to enable scaling of services;
- b) The rates quoted should be inclusive of all taxes and delivery costs and must be in Kenya Shillings (Ksh) and shall remain valid for 90 days.

7.0 SELECTION PROCESS

The evaluation of the proposals shall involve Technical and Financial analysis. Bidders might be subjected to a presentation on their capacity on the above scope. The best bidder based on combined Technical and Financial scores shall then be considered for negotiation for the award. Responses will be evaluated based on the following criteria:

7.1 Technical Score (Weight 80%)

| Mandatory Requirements | |
|----------------------------|---------|
| Tax Compliance certificate | Yes/ No |

| Criteria | Score |
|---|-------|
| Clear understanding of terms of reference leading to a clear proposal | 20% |
| Evidence of similar assignments in last 5 years and at least 3 references/recommendations | 40% |
| Composition and verifiable competencies of proposed project team for the assignment | 20% |

7.2 Financial Scores (Weight 20%)

| Criteria | Score |
|---|-------|
| Proposed costs for delivery of the assignment | 20% |

8.0 TERMS AND CONDITIONS

This document contains proprietary and confidential information. Bidders may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this request for proposal. No commitment will be made to any bidder unless a contract has been awarded and signed by both parties.

SFA Foundation 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 bidder's staff and SFA Foundation staff in relation to this exercise other than through the designated contact points as detailed within this request for proposal. It is however recognised that pre-existing relationships if any, will be respected.

9.0 ETHICS

Bidders are required to observe our procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics regarding corruption, collusion, conflict of interest, and fraud. If the bidder does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

10.0 NON-DISCLOSURE AND CONFIDENTIALITY

The information contained within this document or subsequently made available to the bidders is deemed confidential and must not be disclosed without the prior written consent of SFA Foundation unless required by law.

11.0 INDEPENDENT PROPOSAL

By submitting a proposal, the bidder warrants that the fees 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 fees, with any other potential consultant or with any competitor.

12.0 PROPOSAL SUBMISSION PROCESS

It should be noted that this document relates to a request for proposal only and not a commitment to enter into a contractual agreement. In addition, SFA Foundation will not be held responsible for any costs associated with the production of a response to this request for proposal.

12.1 Instructions on the Proposal Submission Process

- a) The deadline for submission of proposals is 13th February 2024.
- b) Request for Clarifications should be sent to procurement@scienceforafrica.foundation by 5th February 2024.
- c) Responses to this request for proposal should be strictly sent by email to:
procurement@scienceforafrica.foundation and the subject should be as below:

Consultancy Services for BEING Translation Services (English to Spanish, French, and Arabic)

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