

Request for Proposal Translation Services

RFP No.: 2019-Edu-03
RFP Title: Labor Market Demand Report Translation
Deadline for Submission: Sep. 30, 2019
Project Start date: Oct. 5, 2019
Type of Agreement: Fixed Price Agreement
Submission: amran_ngo@yahoo.com
Project Location: Kabul

AMRAN Background:

Afghan Mobile Reconstruction Association (AMRAN) is a registered Afghan development non-governmental and non-profit organization. Established in 1990, AMRAN has assisted and contributed towards the improvement of social and economic conditions of Afghans. AMRAN has implemented more than 300 projects in partnership with several UN, USAID and other foreign donor agencies.

This NGO employs 17 permanent staff at its main office Kabul and 30 permanent staff at its sub offices in different provinces of Afghanistan.

AMRAN is active member of AFSeN, ANCB, AWN, ACCI Afghanistan

Statement of Work:

The scope of work defines the requirements for Provision of translation Services with extensive expertise and professional experience in translation of Assessment of Labor Market Demand report from English to Dari and Pashto. Payments will be made after the review and acceptance of the services.

The offerors shall:

- High quality transcriptions and translation of technical documents from English to Pashto and Dari.
- Individual consultant or the organization should have sufficient work experiences, training, clear writing style and appropriate analytical skills to meet our requirements.
- Timeframe (Start/ end) required for translation will be determine with the consultant.
- Consultant shall do standard level of proofreading and revisions of translation before submitting the documents
- Ensure the confidentiality of any type of document including translated versions.
- Translated version should be submitted in Ms. Word format
- Translations will be only accepted if it meets the standard and quality by the end user of the document. Payment will not be released until quality translation is done.
- Incase technical errors, poor quality or inconsistency with document owner's standards and criteria, consult should revised the document up to two times; revisions require beyond these, will bring a penalty of five percent of the total value of the contract.
- To ensure quality translation, consultant should review translation for quality prior submission, seek feedback and response to recommendations provided.

Quality Assurance:

Translated document should be error free and will be checked as per the following criteria.

- **Meaning Errors:** Examples include, missing words, addition of extra words, using of wrong terminology, style compliance error, fluency error, literal translation etc.
- **Grammar/ Form Errors:** Examples include spelling, punctuation and syntax errors

Evaluation Criteria for Technical Proposal:

AMRAN will select the lowest offered technically qualified proposal.

The Offerors' quotation shall be evaluated to determine overall technical capability to effectively implement the project. The sub-factors used to determine this will be

- **Experience:** Demonstrate strong experience in providing translation services to at least five clients in terms of complexity size and translation services in past 3 years
- **Approach:** Demonstrate their capacity and capability undertaking the activities to meet or exceed requirements. Technical proposal shall demonstrate maximum translation capability per day and tools and methodologies used in translation, quality assurance, usage of appropriate terminologies to ensure that the consultant best fits the project needs.
- **Sample:** At least one relevant sample work shall be provided
- **CVs:** CV of the staff for the translation.

Finance Proposal

The technical report for translation will be finalized by Sep. 30, 2019. It will be around 150 pages. Price quotes can be provided lump sum or word by words. The documents is required to be translated from English to Pashto and Dari.

Both Technical and Financial Proposal can be submitted in any template of your choice.

Proposal Submission

Proposal shall be submitted to amran_ngo@yahoo.com

Contact Details: 0786386338