

REQUEST FOR PROPOSALS

To: **Suppliers of English<>Spanish Translation Services**

From: Conservation International – **Dedicated Grant Mechanism for Indigenous Peoples and Local Communities (DGM)**

Date: **February 28, 2020**

Subject: **Request for Proposals #025: English<>Spanish Translation Services**

Submission Deadline: **March 27, 2020 4:00 PM Eastern Standard Time**

Dear Sir or Madam,

Conservation International Foundation (hereinafter referred to as “Conservation International”), is issuing a Request for Proposals (RFP) for the Global Executing Agency of the Dedicated Grant Mechanism for Indigenous Peoples and Local Communities (DGM). The attached RFP contains all the necessary information for interested Offerors.

General Background: The Dedicated Grant Mechanism for Indigenous Peoples and Local Communities (DGM) is a special initiative of the Forest Investment Program which supports the full and effective participation of indigenous peoples and local communities (IPLCs) in climate action and sustainable forestry under their own leadership and according to their own priorities. Conservation International (CI) is responsible for carrying out the Global Learning and Knowledge Exchange project (DGM Global), which builds connections between DGM country projects and extends the benefits of the DGM to indigenous peoples and local communities around the world.

Objectives: As the Global Executing Agency (GEA) of the DGM, Conservation International frequently produces documents and reports which must be translated into multiple languages. Most frequently, the project produces these documents in English and needs them translated into Spanish, French, and Portuguese. These are the four official languages of the DGM.

To facilitate consistent terminology and brand familiarity, Conservation International is seeking individuals that provide translation services for English<>Spanish to provide their services for the **next approximate 2 years and 8 months of work, from April 1, 2020 through December 31, 2022**. In most cases, the original documents will be in English, but interested translators must be able to translate from their languages into English as well.

Because of the volume of documents requiring translation, CI is seeking a dedicated translator for each language pair. However, translation ability between any other pair of these languages (e.g., Spanish-Portuguese) is welcome.

While new material is frequently produced, entire paragraphs and pages are often recycled where appropriate. For this reason, translators who use software with “translation memory” for increased efficiency are preferred. Please provide a quote for your rate-per-word for reviewing previously translated text in addition to your regular rate for translation.

This RFP does not obligate CI to execute a contract nor does it commit CI to pay any costs incurred in the preparation and submission of the quotes. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI.

Offerors should indicate their interest in submitting a proposal for the anticipated agreement by sending an email indicating their intention to **Nathalia Penton at dgmglobal@conservation.org by Thursday, March 6th, 2020**. Interested Offerors can

submit their questions to dgmglobal@conservation.org.

Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to.

Any violation of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com

Concerns regarding the integrity of the procurement process and documents shall be reported to www.ci.ethicspoint.com under the procurement and purchasing activities.

Section I:

I.1 Type of Contract

The anticipated type of award resulting from this RFP is a Consulting Agreement. The chosen vendor will agree to comply with all terms.

I.2 Submission of Proposals

All quotations are due on **March 27th, 2020 by no later than 4:00 PM Eastern Standard Time**. Quotations should be sent by email, in PDF format, to dgm-global@conservation.org with the subject line "**RFP#025: English<>Spanish Translation Services.**" Quotations submitted after the deadline will be considered "late" and will be disqualified from further evaluation process.

All offers must be submitted in one volume, consisting of:

Technical Proposal

- CV or Resumé
- Methodology (translation software; turnaround process; etc.)
- Average turnaround time (words per day)
- Rushed turnaround time (words per day)
- Sample of Translation
- Any supporting information to demonstrate the required and/or preferred skills and experience outlined below

Cost Proposal

- Rate per word for new translation
- Rate per word for identification and proofreading of previously translated text (repeated segment/language)
- Rate per word for "rushed translation"

I.3 Proposal Deadlines for Offerors

Deadline for written questions

March 21, 2020

Proposal due date

March 27, 2020

Any questions about this procurement should also be sent to (dgm-global@conservation.org)

I.4 Required Skills and Experience

- Fluency in English & at least one other DGM language (Spanish/French/Portuguese)
- At least three years of experience translating between English and at least one other DGM language (Spanish/French/Portuguese)
- Familiarity and/or previous experience with terminology related to indigenous peoples, forests, and climate change
- Access to and experience with software with “translation memory” to translate recycled text more efficiently
- Ability to work well under pressure, prioritize, and delivery quality results
- Strong organizational and administrative skills to manage deadlines, track projects, and prepare invoices in a timely and accurate manner

Preferred:

- At least three years of translation experience working with international non-profit organizations
- Familiarity with the structure and work of the DGM

I.5 Estimated Budget and Reporting

Price must be quoted in USD with taxes/duty shown separately. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations. Selected translators will be paid on a per-word basis, so the total value of this contract will fluctuate with the amount of text requiring translation.

Selected translators will submit invoices to CI monthly for all work completed in the previous month. These invoices will be in a format specified by CI which details the receipt and completion dates of each document, as well as word counts and rates for translated text and proofreading of any previously-translated text.

I.6 Estimated Timeline

This contract will cover all relevant translation needs from the time the contract is signed through December 31, 2022.

I.7 Location of Task/Applicable Trips

This work is not location-dependent, and no trips are anticipated as part of this work. Selected translators should be able to respond to emails within a reasonable timeframe (no more than a day, but more quickly is preferable), and they should give advanced notice of any periods of extended unavailability when possible.

I.8 Evaluation and basis for Selection

CI- DGM will evaluate each quotation on the merit of price and technical specification (**Best Value Determination**) and evaluation scoring will be considered.

Points Criteria 100 points maximum:

	Scoring Criteria
40%	Cost of Services (Cost Proposal)
40%	Qualifications (Technical Proposal)
20%	Sample of previous work (Technical)

One service provider will be selected for each language pair (English-Spanish, English- French, and English-Portuguese). Once these selections have been made, all applicants will be notified whether or not they have been selected for this work. Selected translators will need to submit their bank information and relevant tax information and pass a security screening prior to contracting.

Section II:

II.1 Key Tasks

Selected service providers will be responsible for translation of all provided text, including identification and proofreading of any previously-translated text. The major documents expected between April 1, 2020 and December 31, 2022 include:

- Materials: DGM Global Exchanges (SP/PT/FR)
- Materials: DGM Fellow Exchanges (SP/PT/FR)
- DGM Semiannual Program Reports (SP/PT/FR)
- DGM Annual Reports (SP/PT/FR)
- Technical Summaries: COP Annual Climate Negotiations (SP/PT/FR)
- DGM Global Communications Documents (SP/PT/FR)
- DGM Global Secretariat Services (SP/PT/FR)
- DGM Stakeholder Surveys (SP/PT/FR)

II.2 Deliverables/Estimated Outputs

Selected service providers will be responsible for the following deliverables:

- *Translations*: on a reasonable timeline to be agreed upon with the translator for each translation (in the case of quick deadlines or heavy translation workloads, CI will provide notice and a tentative schedule as far in advance as possible)
- *Email responses* (confirming receipt & answering simple questions): within one day

- *Invoices*: provided promptly at the end of each month in the specified format unless no translation work was needed in that month.

Annex

GUIDELINES

Bank Directive

Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants (revised as of July 1, 2016)

Bank Access to Information Policy Designation

Public

Catalogue Number

LEGVP5.09-DIR.117

Issued

July 19, 2016

Effective

July 1, 2016

Content

These Guidelines are designed to prevent and combat Fraud and Corruption (as hereinafter defined) that may occur in connection with the use of proceeds of financing from the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA) during the preparation and/or implementation of projects supported by Investment Project Financing (IPF). They set out the general principles, requirements and sanctions applicable to persons and entities which receive, are responsible for the deposit or transfer of, or take or influence decisions regarding the use of, such proceeds.

Applicable to

IBRD, IDA

Issuer

Senior Vice President and General Counsel, LEGVP

Sponsor
Chief Counsel, LEGOP

On Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants

Dated October 15, 2006 and Revised in January 2011 and as of July 1, 2016

Purpose and General Principles

1. These Guidelines are designed to prevent and combat Fraud and Corruption (as hereinafter defined) that may occur in connection with the use of proceeds of financing from the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA) during the preparation and/or implementation of projects supported by Investment Project Financing (IPF). They set out the general principles, requirements and sanctions applicable to persons and entities which receive, are responsible for the deposit or transfer of, or take or influence decisions regarding the use of, such proceeds.

2. All persons and entities referred to in paragraph 1 above must observe the highest standard of ethics. Specifically, all such persons and entities must take all appropriate measures to prevent and combat Fraud and Corruption, and refrain from engaging in, Fraud and Corruption in connection with the use of the proceeds of the IBRD or IDA financing.

Legal Considerations

3. The Legal Agreement¹ providing for a Loan² governs the legal relationships between the Borrower³ and the Bank⁴ with respect to the particular project for which the

¹References in these Guidelines to “Legal Agreement” include any Loan Agreement providing for an IBRD loan or Financing Agreement providing for an IDA credit or grant, any Guarantee Agreement providing for a guarantee by the Member Country of such IBRD Loan, any agreement providing for a project preparation advance or Institutional Development Fund (IDF) Grant, Trust Fund Grant or Loan Agreement providing for a recipient-executed trust fund grant or loan in cases where these Guidelines are made applicable to such agreement, and any Project Agreement with a Project Implementing Entity related to any of the above.

²References to “Loan” or “Loans” include IBRD IPF loans as well as IDA IPF credits and grants, project preparation advances, IDF grants and recipient-executed trust fund grants or loans for projects to which these Guidelines are made applicable under the agreement providing for such grant and/or loan. These Guidelines do not apply to (i) Program for Results (PforR) financing or (ii) Development Policy Operations (DPOs), unless the Bank agrees with the Borrower on specified purposes for which Loan proceeds may be used, or (iii) IBRD/IDA guarantee operations.

³References in these Guidelines to the “Borrower” include the borrower of an IBRD loan or the recipient of an IDA credit or grant or of a trust fund grant or loan. In some cases, an IBRD Loan may be made to an entity other than the Member Country. In such cases, references in these Guidelines to “Borrower” include the Member Country as Guarantor of the Loan, unless the context requires otherwise. In some cases, the

project, or a part of the project, is carried out by a Project Implementing Entity with which the Bank has entered into a Project Agreement. In such cases, references in these Guidelines to the “Borrower” include the Project Implementing Entity, as defined in the Legal Agreement.

⁴ References in these Guidelines to the “Bank” include both IBRD and IDA, whether acting in their own capacity or as administrator of trust funds financed by other donors.

Loan is made. The responsibility for the implementation of the project⁵ under the Legal Agreement, including the use of Loan proceeds, rests with the Borrower. The Bank, for its part, has a fiduciary duty under its Articles of Agreement to “make arrangements to ensure that the proceeds of any loan are used only for the purposes for which the loan was granted, with due attention to considerations of economy and efficiency and without regard to political or other non-economic influences or considerations.”⁶ These Guidelines constitute an important element of those arrangements and are made applicable to the preparation and implementation of the project as provided in the Legal Agreement.

Scope of Application

4. The following provisions of these Guidelines cover Fraud and Corruption that may occur in connection with the use of Loan proceeds during the preparation and implementation of a project financed, in whole or in part, by the Bank. These Guidelines cover Fraud and Corruption in the direct diversion of Loan proceeds for ineligible expenditures, as well as Fraud and Corruption engaged in for the purpose of influencing any decision as to the use of Loan proceeds. All such Fraud and Corruption is deemed, for purposes of these Guidelines, to occur in connection with the use of Loan proceeds.

5. These Guidelines apply to the Borrower and all other persons or entities which either receive Loan proceeds for their own use (e.g., “end users”), persons or entities such as fiscal agents which are responsible for the deposit or transfer of Loan proceeds (whether or not they are beneficiaries of such proceeds), and persons or entities which take or influence decisions regarding the use of Loan proceeds. All such persons and entities are referred to in these Guidelines as “recipients of Loan proceeds”, whether or not they are in physical possession of such proceeds.⁷

6. These Guidelines apply to the procurement of goods, works, non-consulting services and consulting services financed (in whole or in part) out of the proceeds of a Loan from the Bank. Additional specific requirements relating to Fraud and Corruption in connection with such procurement are set out in Annex IV of the World Bank Procurement Regulations for Borrowers under Investment Project Financing, dated July 1, 2016, as the same may be amended from time to time.

⁵References in these Guidelines to the “project” means the Project as defined in the Legal Agreement.

⁶ IBRD’s Articles of Agreement, Article III, Section 5(b); IDA’s Articles of Agreement, Article V, Section 1(g).

⁷ Certain persons or entities may fall under more than one category identified in paragraph 5 of these Guidelines. A financial intermediary, for example, may receive payment for its services, will transfer funds to end users and will make or influence decisions regarding

the use of Loan proceeds.

Definitions of Practices Constituting Fraud and Corruption

7. These Guidelines address the following defined sanctionable practices when engaged in by recipients of Loan proceeds in connection with the use of such proceeds:⁸

- a) A “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.⁹
- b) A “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly¹⁰ misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- c) A “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
- d) A “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- e) An “obstructive practice” is (i) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or (ii) acts intended to materially impede the exercise of the Bank’s contractual rights of audit or access to information.¹¹

8. The above practices, as so defined, are referred to collectively and individually in these Guidelines as “Fraud and Corruption”.

Borrower Actions to Prevent and Combat Fraud and Corruption in connection with the Use of Loan Proceeds

9. In furtherance of the above-stated purpose and general principles, the Borrower will:

⁸ Unless otherwise specified in the Legal Agreement, whenever these terms are used in the Legal Agreement, including in the applicable General Conditions, they have the meanings set out in paragraph 7 of these Guidelines.

⁹ Typical examples of corrupt practice include bribery and “kickbacks”.

¹⁰ To act “knowingly or recklessly”, the fraudulent actor must either know that the information or impression being conveyed is false, or be recklessly indifferent as to whether it is true or false. Mere inaccuracy in such information or impression, committed through simple negligence, is not enough to constitute fraudulent practice.

¹¹ Such rights include those provided for, *inter alia*, in paragraph 9(d) of these

Guidelines.

(a) take all appropriate measures to prevent Fraud and Corruption in connection with the use of Loan proceeds, including (but not limited to) (i) adopting appropriate fiduciary and administrative practices and institutional arrangements to ensure that the proceeds of the Loan are used only for the purposes for which the Loan was granted, and (ii) ensuring that all of its representatives¹² involved with the project, and all recipients of Loan proceeds with which it enters into an agreement related to the Project, receive a copy of these Guidelines and are made aware of its contents;

(b) immediately report to the Bank any allegations of Fraud and Corruption in connection with the use of Loan proceeds that come to its attention;

(c) if the Bank determines that any person or entity referred to in (a) above has engaged in Fraud and Corruption in connection with the use of Loan proceeds, take timely and appropriate action, satisfactory to the Bank, to address such practices when they occur;

(d) include such provisions in its agreements with each recipient of Loan proceeds as the Bank may require to give full effect to these Guidelines, including (but not limited to) provisions (i) requiring such recipient to abide by paragraph 10 below; (ii) requiring such recipient to permit the Bank to inspect all accounts, records and other documents relating to the project required to be maintained pursuant to the Legal Agreement, and to have them audited by, or on behalf of, the Bank; (iii) providing for the early termination or suspension by the Borrower of the agreement if such recipient is declared ineligible by the Bank under paragraph 11 below; and (iv) requiring restitution by such recipient of any amount of the loan with respect to which Fraud and Corruption has occurred;

(e) cooperate fully with representatives of the Bank in any investigation into allegations of Fraud and Corruption in connection with the use of Loan proceeds; and

(f) in the event that the Bank declares any recipient of Loan proceeds ineligible as described in paragraph 11 below, take all necessary and appropriate action to give full effect to such declaration by, among other things, (i) exercising the Borrower's right to terminate early or suspend the agreement between the Borrower and such recipient and/or (ii) seeking restitution.

Other Recipients of Loan Proceeds

10. In furtherance of the above-stated purpose and general principles, each recipient of Loan proceeds which enters into an agreement with the Borrower (or with another recipient of Loan proceeds) relating to the Project will:

(a) carry out its project-related activities in accordance with the above-stated

¹² References in these Guidelines to "representatives" of an entity also include its officials, officers, employees and agents.

general principles and the provisions of its agreement with the Borrower referred to in paragraph 9(d) above; and include similar provisions in any agreements related to the project into which it may enter with other recipients of Loan proceeds;

(b) immediately report to the Bank any allegations of Fraud and Corruption in connection with the use of Loan proceeds that come to its attention;

(c) cooperate fully with representatives of the Bank in any investigation into allegations of Fraud and Corruption in connection with the use of Loan proceeds;

(d) take all appropriate measures to prevent Fraud and Corruption by its representatives (if any) in connection with the use of Loan proceeds, including (but not limited to): (i) adopting appropriate fiduciary and administrative practices and institutional arrangements to ensure that the proceeds of the Loan are used only for the purposes for which the Loan was granted, and (ii) ensuring that all its representatives receive a copy of these Guidelines and are made aware of its contents;

(e) in the event that any representative of such recipient is declared ineligible as described in paragraph 11 below, take all necessary and appropriate action to give full effect to such declaration by, among other things, either removing such representative from all duties and responsibilities in connection with the project or, when requested by the Bank or otherwise appropriate, terminating its contractual relationship with such representative; and

(f) in the event that it has entered into a project-related agreement with another person or entity which is declared ineligible as described in paragraph 11 below, take all necessary and appropriate action to give full effect to such declaration by, among other things, (i) exercising its right to terminate early or suspend such agreement, and/or (ii) seeking restitution.

Actions by the Bank in Cases of Fraud and Corruption

11. In furtherance of the above-stated purpose and general principles, the Bank has the right to sanction, in accordance with prevailing World Bank Group sanctions policies and procedures, any individual or entity¹³ other than the Member Country¹⁴, including (but not limited to) declaring such individual or entity ineligible publicly, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract; (ii) to benefit from

¹³ As in the case for bidders in the procurement context, the Bank may also sanction individuals and entities which engage in Fraud or Corruption in the course of applying to become a recipient of Loan proceeds (e.g., a bank which provides false documentation so as to qualify as a financial intermediary in a Bank-financed project) irrespective of whether they are successful.

¹⁴ For purposes of these Guidelines, "Member Country" includes officials and employees of the national government or of any of its political or administrative subdivisions, and government owned enterprises and agencies that are not eligible to compete for and be awarded Bank-financed contracts in accordance with paragraph 3.22 of the World Bank Procurement Regulations for IPF Borrowers.

a Bank-financed contract, financially or otherwise, for example as a sub-contractor; and (iii) to otherwise participate in the preparation or implementation of the project or any other project financed, in whole or in part, by the Bank,

- (a) if at any time the Bank determines¹⁵ that such individual or entity has engaged in Fraud and Corruption in connection with the use of Loan proceeds;¹⁶
- (b) if another financier with which the World Bank Group has entered into an agreement for the mutual enforcement of debarment decisions¹⁷ has declared such individual or entity ineligible to receive proceeds of financings made by such financier or otherwise to participate in the preparation or implementation of any project financed in whole or in part by such financier as a result of a determination by such financier that the individual or entity has engaged in Fraud and Corruption in connection with the use of the proceeds of a financing made by such financier; or
- (c) if the World Bank Group has found the individual or entity to be a non-responsible vendor on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement.

Miscellaneous

12. The provisions of these Guidelines do not limit any other rights, remedies¹⁸ or obligations of the Bank or the Borrower under the Legal Agreement or any other document to which the Bank and the Borrower are both parties.

¹⁵ The Bank has established a Sanctions Board, and related procedures, for the purpose of making such determinations. The procedures of the Sanctions Board sets forth the full set of sanctions available to the Bank. ¹⁶ The sanction may, without limitation, also include restitution of any amount of the Loan with respect to which Fraud and Corruption has occurred. The World Bank Group may publish the identity of any individual or entity declared ineligible under paragraph 11 of these Guidelines.

¹⁷ Also sometimes referred to as “cross-debarment.”

¹⁸ The Legal Agreement provides the Bank with certain rights and remedies which it may exercise with respect to the Loan in the event of Fraud and Corruption in connection with the use of Loan proceeds, in the circumstances described therein.