



ALIVE & THRIVE (A&T) Request for Quote (RFQ)

Date of publication: October 13, 2021
Scope of Work: French Transcription/Translation Services for Alive & Thrive Project.
Anticipated Duration: November 01, 2021 – June 30, 2022
Deadline for quote submission: October 20, 2021

Background:

Alive & Thrive (A&T) is a global initiative to save lives, prevent illness, and ensure healthy growth and development through improved breastfeeding, complementary feeding practices, and improved maternal nutrition health behaviors. Good nutrition in the first 1,000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives, while ensuring optimal maternal nutrition status also improves the lives of women and their offspring. The A&T initiative has identified four cross-cutting learning questions that will form the basis for four distinct portfolio-wide learning assessments to be implemented from April 2021 and concluded by mid-2022. These four questions are:

1. What have we learnt about providing strategic technical assistance (TA) to governments and partners for maternal, infant, and young child nutrition (MIYCN)? (which TA approaches have greatest impact and what mistakes should be avoided?)
2. How do maternity protection policies impact women's status and infant feeding practices?
3. What have we learnt about changing MIYCN behaviors through IPC, mass media, and community mobilization?
4. How do we define quality in MIYCN interventions and service delivery?

A&T has awarded four separate consultancies to address each learning question above. Each consultant/consultant team will interview A&T staff and stakeholders to help answer the questions above. Some of these interviews will be held in French. To support accurate interviewing and documentation, A&T intends to hire a company/or an individual consultant that provides professional French-language transcription and translation (from French to English) services.

Purpose, scope of work and major activities:

- Provide accurate and efficient transcription services for portfolio-wide assessment interviews. We anticipate that there would be approximately 15 French-language interviews or fewer for each of the four studies (or a maximum of 60 interviews), each interview lasting 60-90 minutes.
- Provide accurate French-to-English translations of transcriptions. Depending on the language ability of the interview team, some of the transcriptions may require French-to-English translation. We anticipate there would be approximately 30 transcriptions requiring interview.
- The vendor will work in close coordination with the A&T Monitoring, Learning, and Evaluation Director (Technical Approver) and other members of the A&T consultant and regular team as appropriate to get the transcriptions and translations done with acceptable quality and in a suitable timeframe.
- The selected vendor will provide transcription and translation services on a rolling basis, providing transcriptions and translation for each interview as soon as possible after each interview concludes. All deadlines for this process will be determined by mutual agreement of the A&T MLE Director and the selected vendor.

Anticipated Key deliverables and timeline:

Deliverable	Description	Anticipated Due Date
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Interview transcriptions	Completed transcriptions of interviews as requested	Within ten days of receipt of the interview documents/materials from A&T.
Transcription translations	Translations from French-to-English of interview transcriptions as requested	Within twelve days of receipt of the interview documents/materials from A&T.

The vendor will provide A&T with an invoice at the end of each month based on number of hours worked/number of transcriptions/translations submitted.

Submission Requirements:

To be considered, bidders should provide the following via email:

- a. A description of the bidder’s experience preferably of nutrition or public health documents/materials transcription and translation work with examples.
- b. An updated CV(s) of proposed key personnel.
- c. Three references for past performance, including contact information for each.
- d. Email address to which a confirmation of receipt of proposal can be sent.
- e. Cost proposal (see below)

Cost Proposal: The agreement will be issued to the responsive offer that is selected as the highest scorer on a best value basis. Certified invoices will be submitted on a routine basis and payments will be contingent on timely submission and approval of deliverables.

For individual consultants:

- Please provide a budget that reflects costs (including unit cost) for the of activity, and a brief explanation that describes and justifies the cost assumptions for each category and line item in the budget spreadsheet. The cost proposal should include a proposed daily rate. Indirect costs are not permitted in individual consultant cost proposals.
- A completed and signed biodata form, CV and a proposed daily rate (biodata form posted with this RFQ).

For Companies:

Please provide a budget that reflects costs (including unit cost) for the type of activity, and a brief explanation that describes and justifies the cost assumptions for each category and line item in the budget spreadsheet. Please provide corporate rate card if available. To the extent that indirect costs are applicable, they are subject to the following limits:

- 0% for government agencies, other private foundations, and for-profit organizations
- up to 10% for U.S. universities and other academic institutions
- up to 15% for non-U.S. academic institutions and all private voluntary and non-government organizations, regardless of location.

If the organization has lower indirect rates, the lower rates should be used.

Offerors will submit with their proposals a proposed budget with sufficient detail to allow evaluation of elements of costs proposed. **All quotes must be in US Dollars.** Cost effectiveness is considered critical. The budget format posted with this RFQ.

NOTE: Applications that do not include all of the above materials may not be considered.

CRITERIA FOR EVALUATION

Bids will be evaluated and ranked by a committee on a best value basis according to the criteria below. Offerors able to provide all of requirements listed above may be considered.

Selection shall be based on the following weighted categories:

1. Bidders demonstrated capability and resources in providing transcription and translation services in a timely and responsive manner, including references: (#a-d above): 50%
2. Cost Proposal (#e above): 50%

NOTE: FHI Solutions will not compensate the vendor for preparation of response to this RFQ nor is the issuing of this RFQ a guarantee that FHI Solutions will award a contract.

Instructions and Deadline

Responses to this RFP should be submitted by email to the A&T office to Tika Jaishi Neupane at email: tjaishi-neupane@fhi360.org with copy to Sujata Bose at email: Sbose@fhi360.org no later than **October 20 at 5 p.m. EST.**

Any explanation desired by a prospective offeror regarding the meaning or interpretation of this solicitation must be requested in writing submitted to Tika Jaishi Neupane at email: tjaishi-neupane@fhi360.org with copy to Sujata Bose at email: sbose@fhi360.org by **October 18 at 5 p.m. EST.**

Please follow the instructions carefully. Proposals which do not follow these instructions may not be reviewed. Offers received after this date and time may not be accepted for consideration. FHI Solutions will acknowledge receipt of your proposal by email. Proposals must be submitted in electronic format using Microsoft Office compatible software.

All email correspondence should reference “Transcription/Translation Services for A&T Portfolio Wide Learning Assessments: in the subject line.

Anticipated Contractual Mechanism:

FHI Solutions anticipates issuing a Daily/Hourly Rate/not-to-exceed contract to the offeror(s) whose proposal is most advantageous. The agreement will be issued to the responsive offer that is selected as the highest scorer on a best value basis. Payments will be based on actual hours worked on approved activities. Certified invoices will be submitted on a routine basis and payments will be contingent on timely submission and approval of deliverables.

Withdrawal of Proposals

Proposals may be withdrawn by written notice, email or facsimile received at any time before award.

False Statements in Offer

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

Proposals become property of FHI SOLUTIONS.

DISCLAIMERS AND FHI SOLUTIONS PROTECTION CLAUSES

- FHI SOLUTIONS may cancel the solicitation and not make an award.
- FHI SOLUTIONS may reject any or all responses received.
- Issuance of a solicitation does not constitute an award commitment by FHI Solutions.
- FHI SOLUTIONS reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
- FHI SOLUTIONS will not compensate offers for response to solicitation.
- FHI SOLUTIONS reserves the right to issue an award based on initial evaluation of offers without further discussion.
- FHI SOLUTIONS may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI SOLUTIONS may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFP.
- FHI SOLUTIONS has the right to rescind an RFP or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of FHI SOLUTIONS’s client, be it funding or programmatic.
- FHI SOLUTIONS reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI SOLUTIONS will be contacting offerors to confirm contact person, address and that bid was submitted for this solicitation.

END OF RFP*****