



**RE-ADVERTISEMENT  
REQUEST FOR QUOTATIONS  
(NON - CONSULTING SERVICES – FIRMS SELECTION)**

**[KENYA]**

**Project Name:** **The Regional Scholarship and Innovation Fund (RSIF) for Applied Sciences, Engineering and Technology**

**Grant No.:** **D347-3A**

**Assignment Title:** **Translation and simultaneous interpretation services**

**Reference No.** **KE-ICIPE-194870-NC-RFP**

The International Centre of Insect Physiology and Ecology (*icipe*) has received financing from the World Bank toward the cost of the Regional Scholarship and Innovation Fund Project, and intends to apply part of the proceeds for consulting services.

The Non consulting services (“the Services”) include: Translation Service and simultaneous interpretation consultant to translate text from English to French, English to Portuguese, and vice versa to support its work in Francophone and Portuguese speaking countries in Africa. Translated materials will be promoted and disseminated to these country stakeholders including postgraduate students, universities, private sector companies, governments, and donors. Examples of RSIF content can be found on the website ([www.rsif-paset.org](http://www.rsif-paset.org)) Simultaneous interpretation will be required from time to time during various stakeholders’ meetings.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:

<http://www.icipe.org/tor-consultancy-translation-interpretation-services>

The International Centre of Insect Physiology and Ecology now invites eligible non consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- a. Evidence of firm’s legal status, e.g. attach statutory registration documents (Certificate of Incorporation, PIN and Tax Compliance Certificates) and postal address, physical location, Tel/E-mail/Website addresses and contact persons.
- b. Core business of the firm in providing translation and simultaneous interpretation services as demonstrated in the firm’s organisational profile, and number of 5 years in business.

- c. Relevant Experience: Examples of at least three (3) references from reputable organisations whom the firm has provided translation services of similar nature as sought by *icipe*.
- d. Technical and managerial capability of the firm.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub- consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations.

Further information can be obtained at this address ([rsiftenders@icipe.org](mailto:rsiftenders@icipe.org)) during office hours **08:00 – 17:00 hrs East Africa Time.**

Request for Quotations must be delivered in a written form to the address below (in person and deposited in the *icipe* Tender Box, on or before **2<sup>nd</sup> November, 2020 at 11:00 am, East Africa Time**. The bids will be opened the same date and time, in the presence of those submitting. The submissions in hard copy should be clearly marked: **'Request for Quotations – RSIF Translation and Simultaneous Interpretation Services' REF: KE-ICIPE-194870-NC-RFP**. Late submissions will be rejected.

International Centre of Insect Physiology and Ecology (*icipe*)

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**TERMS OF REFERENCE FOR NON - CONSULTANCY SERVICES  
FOR  
TRANSLATION AND SIMULTANEOUS INTERPRETATION SERVICES**

**[KENYA]**

**Project Name:**        **The Regional Scholarship and Innovation Fund (RSIF) for Applied Sciences, Engineering and Technology**

**Reference No:**        KE-ICIPE-194870-NC-RFP

**Grant No.:**              D347-3A  

**Expected start date:**    1<sup>st</sup> February,2021 for a duration of 24 months.

**Application deadline:**   2<sup>nd</sup> November,2020

**A. Background**

The Regional Scholarship and Innovation Fund (RSIF)<sup>1</sup>, the flagship program of the Partnership for skills in Applied Sciences, Engineering and Technology (PASET), is an initiative by African governments to address systemic gaps in skills and knowledge necessary for long-term, sustained economic growth in sub-Saharan Africa (SSA). PASET was launched in 2013 by the governments of Senegal, Ethiopia and Rwanda. The governments of Kenya and Ivory Coast have since joined the initiative, while several others have expressed commitment to enter the partnership.

The RSIF aims to (a) support competitively selected host universities in sub-Saharan Africa to establish high-quality PhD training, research and innovation environments in priority sectors, and to develop their institutional capacity for the benefit of the whole region; (b) provide a model for inter-Africa study, pan-African and international collaboration and knowledge exchange; (c) support the use of transformative technologies to tackle the continent's most pressing challenges; and (d) build a critical mass of highly skilled science and engineering leaders, innovators and entrepreneurs, including more women. The program responds to the need for skills to drive growth in key sectors, particularly ICTs including big data and artificial intelligence; food security and agribusiness; minerals, mining and materials engineering;

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<sup>1</sup> For more information on PASET and the RSIF please visit <https://www.rsif-paset.org/>

energy including the renewables; and climate change. RSIF will implement PASET's vision to train 10,000 PhDs at African Host Universities in the next 10 years.

The program is funded by African governments. Other key partners and contributors are the World Bank and the Government of South Korea, and with other contributing partners expected to join. RSIF Regional Coordination Unit (RCU) is the International Center of Insect Physiology and Ecology (*icipe*) located in Nairobi, Kenya.

The objective of the RSIF program is to strengthen the institutional capacity for quality and sustainable doctoral training, research and innovation in transformative technologies in Sub-Saharan Africa. To enhance the capacity development for the operation and management of doctoral training scholarships in selected African universities and research grants in ASET fields RSIF requires a scholarship and grants application system developed.

## **2. Objective of the Assignment**

In July 2018, the International Centre of Insect Physiology and Ecology ([www.icipe.org](http://www.icipe.org)) was appointed the Regional Coordination Unit (RCU) of RSIF. The mandate of the RCU-icipe includes managing the two funds and supporting the capacity of the universities and partnering institutions to administer the PhD scholarships. The RCU will also create partnerships with governments, universities and national and international research organizations to support capacity building, research and innovation at African universities. As well, the RCU-icipe will help introduce more African governments and other potential strategic partners to PASET to fund and to ensure continued continent-wide support.

RCU-icipe seeks Translation Service and simultaneous interpretation consultant to translate text from English to French, English to Portuguese, and vice versa to support its work in Francophone and Portuguese speaking countries in Africa. Translated materials will be promoted and disseminated to these country stakeholders including postgraduate students, universities, private sector companies, governments, and donors. Examples of RSIF content can be found on the website ([www.rsif-paset.org](http://www.rsif-paset.org)) Simultaneous interpretation will be required from time to time during various stakeholders' meetings.

## **3. Scope of Services, Tasks (Components) and Expected Deliverables**

- Translation of documents from English to French and English to Portuguese or vice versa on a case-by-case basis per word
- Proof reading and editing to ensure high quality of translation, accurately reflecting the meaning found in the original language per word
- Sworn translation and express translation
- Simultaneous Interpretation from English to French and English to Portuguese or vice versa on a case-by-case basis per day
- Provision of equipment for on-site simultaneous interpretation i.e
  - a. Interpretation Booth
  - b. Interpreters console
  - c. Headsets
  - d. Receivers
  - e. Radiator

- f. Audio transmitters
- g. Control Unit
- h. PA System (speakers, 1 mixer, 1 amplifier)
- i. Cordless roving Microphones
- j. Wireless Desk microphones
- k. Connection accessories
- l. Technician

#### **4. Team Composition & Qualification Requirements for the Key Experts**

Demonstrate skills in:

- Translation from English to French and English to Portuguese or vice versa
- At least 5 years' experience and expertise in English to French and English to Portuguese (or vice versa) translation, including translation of technical documents and publications
- Familiarity with terms related to research and development.
- Ensuring high quality of translation, accurately reflecting the meaning found in the original source language (most often English) and rendering that meaning in the translated work.
- Experience in sworn translation and express translation will be an added advantage.
- Relevant Experience: Examples of at least three (3) references from reputable organizations whom the firm has provided translation services of similar nature as sought by icipe.
- Technical and managerial capability of the firm.

#### **5. Reporting Requirements and Time Schedule for Deliverables**

Responsibilities over an estimated 24-month timeframe:

- Be in direct contact with RCU-icipe staff to discuss the precise scope of work and any specific expectations for each document to be translated.
- Strict turnaround time as per agreed timelines
- Assessment and review of document
- Translation of document
- Simultaneous interpretation and provision of necessary equipment.
- Overall quality review
- Technical accuracy review, including confirmation of technical terms
- Revision and correction in consultation with RCU-icipe staff
- Final check and sign off

#### **6. Application guidelines**

All interested firms to send proposals, stating the assignment with the following documents:

- Detailed cover letter expressing interest in this assignment, including full contact details (name, tel. e-mail), and physical address) and firm's profile
- A Technical Proposal presenting methodology of work and approach
- Detailed work plan, including time frames for documents translation work.
- Professional references from clients to whom similar services have been offered.
- Should be in English language.
- The financial quotation based on the terms of reference above

- i. Provide a competitive and detailed cost breakdown (fee quote in US\$) to perform the assignment, including all the chargeable taxes.
- ii. Terms of payment

Break down the costs as follows for Translation services:

	Activity	Unit cost per word in USD (\$)	VAT applicable
1	Translation from English to French and/or vice versa		
2	Translation from English to Portuguese and/or vice versa		
3	Sworn translation and certification		
4	Express translation		
5	Proofreading services		
	Any other value additions		

Break down the costs as follows for Simultaneous translation services:

Activity	description	Unit cost in USD (\$)	VAT applicable
Onsite interpretation services from English to French and/or vice versa	Cost per person per day		
Virtual interpretation services from English to French and/or vice versa	Cost per person per day		
Onsite interpretation services from English to Portuguese and/or vice versa	Cost per person per day		
Virtual interpretation services from English to Portuguese and/or vice versa	Cost per person per day		
Equipment listing for a meeting of upto 50 participants including 3 roving wireless microphone, 15 wireless table microphones (breakdown the list of equipment and cost per item)	Cost per day		

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**NB: Previously submitted bids will be considered as valid unless a new bid or modification is received.**