



EXPRESSION OF INTEREST (EOI) - PREQUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS

FY20-107-USA-052 – Translation Services long term Agreement

INTRODUCTION:

Corus International offers sustainable and efficient solutions to health-related problems that are far too common in the developing world.

Our mission is to build healthier communities by collaborating with key partners to serve vulnerable people. Our vision is health, healing and well-being for all.

Corus International invites potential partners to submit their expression of interest for the Scope of Work detailed below.

BACKGROUND AND OVERVIEW:

Corus International is seeking to engage one or more translation firms that can provide written translation services for documents related to Corus' business (international development and relief).

We are seeking to establish a long-term agreement with one or more firms that can translate documents from English into French (African audience) or Spanish (Latin American audience) and potentially other languages. Firms that can also provide French to English or Spanish to English services are preferred, though the anticipated volume of those translations is very small.

Documents needing translation will most commonly include agency internal policies and procedures, presentations and correspondence. Contracted translators will be expected to provide high quality translations in the same format of the original document (Word, Powerpoint, Excel). Corus estimates requiring the translation of English documents totaling 100,000 words per 12-month period.

QUALIFICATIONS OF TRANSLATORS ASSIGNED TO THE CONTRACT:

Corus intends to engage a company that has at least two (2) translators per language, that have the following minimum (and preferred) qualifications.

REQUIRED:

- Perfect mastery of written French and/or Spanish.
- Demonstrated ability to accurately translate into Spanish that is used in Latin America or French that is used in Francophone Africa.

- Proficiency in methods and techniques specific to translation (post-graduate qualification in translation, applied linguistics or related field).
- Two or more years of experience in professional translation.
- Proficiency in Microsoft products (Word, Powerpoint, Excel) and virtual collaboration platforms.
- Attention to detail (copy editing, formatting, etc.).

PREFERRED:

- Professional certification in translation.
- Experience translating subject matters related to international development and humanitarian response (sectors including agriculture, climate change, health, nutrition and emergency response).
- Experience in computer-assisted translation.
- Mastery in other languages (to be specified in the proposal).

BIDDERS ARE REQUIRED TO SUBMIT THEIR EXPRESSION OF INTEREST VIA EMAIL, SUPPORTED BY:

- At least 3 references supported by copies of orders or contracts.
- Audited financial accounts for the last fiscal year.
- Statement of capacity / ability to meet the requirements listed above.
- Attach a copy of certificate of incorporation, TIN certificate and a Valid Tax Compliance certificate.

Bidders should submit their EOI through the email below and should reference the bid number and description on the email subject.

The deadline for responding to this EOI is Friday July 17th, 2020 at 1:00 PM Eastern Standard Time. Responses received after the deadline will not be reviewed and will be discarded. Responses must be submitted in pdf (preferred) or other electronic format to **procurement@imaworldhealth.org**.

Issuance of this EOI does not constitute a commitment on the part of Corus International, nor does it commit Corus to pay for costs incurred in the preparation and submission of an application. Further, Corus International reserves the right to reject any or all applications received if such action is considered to be in the best interest of Corus. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Please submit all questions or requests for clarifications concerning this EOI to the attention of the Procurement Team via email at **procurement@imaworldhealth.org**. The deadline for submitting questions or requests for clarifications is **July 10, 2020 (1:00 PM EST)**.

Shortlisted bidders will be issued with either a detailed "Request for proposal" (RFP) to move to the next level or a prequalification letter depending on the category. Bidders who do not hear back from Corus before the end of July 2020, should consider themselves as unsuccessful.