Request for Proposals: English/Spanish and/or English/Portuguese Translation Consultant

April 2021

Project Background

Verité is an award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private sector and public-sector clients by building their internal understanding of the labor rights problems they face in their supply chains and operations, and their skills to solve those problems.

Verité is seeking to hire an English/Latin American Spanish and/or English/Brazilian Portuguese Translation Consultant to translate a toolkit as part of Verité’s Cooperation on Fair, Free, and Equitable Employment (COFFEE) Project with generous funding provided from the U.S. Department of Labor’s Bureau of International Labor Affairs (USDOL-ILAB). The toolkit consists of twelve tools that have been developed in English for public and private sector actors within the coffee sector. The total page length of the entire toolkit is roughly 220 pages, and the total word count is roughly 57,000 words. There is also text contained in several graphics within each tool that will have to be translated. The graphics in the toolkit do not have to be re-formatted, only the text within the graphics needs to be translated. We are seeking proposals for either a full English to Latin American Spanish translation of the toolkit, full English to Brazilian Portuguese translation, or both.

Scope of Work

The English/Latin American Spanish and/or English/Brazilian Portuguese Translation Consultant must be available to begin translation work in late April 2021. There are a total of 12 tools in the toolkit. There will be three deliverables with each deliverable consisting of a batch of four fully translated tools. The final deliverable is due to Verité no later than Friday, July 2nd, 2021.

The Consultant will be primarily responsible for:

- Translation from English to Latin American Spanish and/or English into Brazilian Portuguese and proofreading of all the toolkit text in Microsoft Word.
- Translation from English to Latin American Spanish and/or English to Brazilian Portuguese of all graphics in the toolkit.

All relevant toolkit documents (primarily the Word documents which contain the text and graphics) will be shared with the Consultant in English. The Consultant will be expected to follow Verité style guidelines and ensure alignment with Verité’s preferred aesthetic.

Evaluation Criteria

The English/Latin American Spanish and/or English/Brazilian Portuguese Translation Consultant must have the following technical background:
- Experience with professional-level English/Latin American Spanish and/or English/Brazilian Portuguese translation.
- Familiarity with language and terminology commonly used in discussing labor issues and the coffee sector, in both English and Latin American Spanish and/or Brazilian Portuguese.
- The ability to read, write, and understand fluent English, and the ability to write fluently in Latin American Spanish and/or Brazilian Portuguese.
- Familiarity with agricultural supply chain contexts a plus, particularly with coffee supply chains.

Consultants will be evaluated based on their relevant background in labor, their written skills in Latin American Spanish and/or Brazilian Portuguese, and the quality of relevant previous translations.

**Deliverables and Timeline**

The Consultant is expected to produce a fully translated toolkit in Microsoft Word in Latin American Spanish and/or Brazilian Portuguese by July 2, 2021. Please see the schedule of all three rough drafts and three final deliverables as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverable</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>1st batch: Rough draft of first batch of four tools (both text and graphics) in Microsoft Word format</td>
<td>2 weeks from start date</td>
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<tr>
<td>2</td>
<td>1st batch: Four fully translated tools (both text and graphics) in Microsoft Word format that has incorporated all Verité feedback regarding translated text and graphics, formatting, and all other style guidelines</td>
<td>3 weeks from start date</td>
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<td>3</td>
<td>2nd batch: Rough draft of second batch of four tools (both text and graphics) in Microsoft Word format</td>
<td>5 weeks from start date</td>
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<tr>
<td>4</td>
<td>2nd batch: Four fully translated tools (both text and graphics) in Microsoft Word format that has incorporated all Verité feedback regarding translated text and graphics, formatting, and all other style guidelines</td>
<td>6 weeks from start date</td>
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<td>5</td>
<td>3rd batch: Rough draft of third batch of four tools (both text and graphics) in Microsoft Word format</td>
<td>8 weeks from start date</td>
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<tr>
<td>6</td>
<td>3rd batch: Four fully translated tools (both text and graphics) in Microsoft Word format that has incorporated all Verité feedback regarding translated text and graphics, formatting, and all other style guidelines</td>
<td>9 weeks from start date</td>
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Please note that if you submit a proposal for both English to Spanish and English to Portuguese, the timeline can be adjusted to reflect the additional time spent on translation in the second language. In your proposal, please also clearly outline your availability for late April, May, and June.

**Budget**

Up to $15,000 USD is available for this contract if the Consultant submits a proposal to translate the toolkit into both Latin American Spanish and Brazilian Portuguese. Up to $7,500 USD is
available for this contract if the Consultant submits a proposal to translate the toolkit into either Latin American Spanish or Brazilian Portuguese. This amount is inclusive of all costs relevant to the translation, including the Contractor’s daily rate and/or other professional fees.

Instructions for Proposal Submission

To submit a proposal for consideration, please send the following documents, along with any questions or clarifications you may need, to Andrés Montenegro, Verité Project Director, at amontenegro@verite.org by 11:59 p.m. Eastern Time on Friday, April 16th, 2021:

- CV or resume; or explanation of required qualifications, experience, and expertise
- Cost proposal, including rate per word and/or any additional expenses, and estimated number of days needed for this work
- Samples of relevant previous English/Latin American Spanish or English/Brazilian Portuguese translation work