

Request for Proposals: English/Spanish 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 Translation Consultant to translate a series of courses and training modules into Latin American Spanish so they can be used and promoted by stakeholders in Mexico as part of the Sembrando Derechos, Cosechando Mejores Futuros/Sowing Rights, Harvesting Better Futures (SENDEROS) Project that is funded by the U.S. Department of Labor's Bureau of International Labor Affairs (USDOL-ILAB).

Scope of Work

The content the Consultant will translate consists of two courses in English, with the first course consisting of three modules and the second course consisting of four modules. The first course has a word count of 6,672 words, and the second course has a total word count of 9,453 words, for a total of 16,125 words. There are also six downloadable sheets that accompany the courses that will need to be translated. Most of the text in the downloadable sheets is directly pulled from the course itself and the total word count for the downloadable sheets is 4,883 words. There is also text contained in several graphics within each tool that will have to be translated. The graphics in the modules do not have to be re-formatted; only the text within the graphics needs to be translated. We are seeking proposals for a full English to Latin American Spanish translation of the modules.

The English/Latin American Spanish Translation Consultant must be available to begin translation work in mid-May 2021. The Consultant will be primarily responsible for the translation and proofreading of all courses and modules, as well as the accompanying downloadable sheets, from English to Latin American Spanish. There will be four deliverables for this project. The first two deliverables consist of a draft and final full translation of the first course and its three modules, along with the first three downloadable sheets. The last two deliverables consist of a draft and final full translation of the second course and its four modules, along with the last three downloadable sheets. The final deliverable is due to Verité no later than Friday, June 11th, 2021.

All relevant documents will be shared with the Consultant in English. The course text will be shared as xcliff files, and the Consultant must be able to work with it in this format. The downloadable sheet text, which is pulled from the courses, will be shared as Microsoft Word files. For graphic translations, the Consultant will be provided with the editable graphic templates in Microsoft Word or a table matching the English text with the translation. 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 Translation Consultant must have the following technical background:

- Experience with professional-level English/Latin American Spanish written translation.
- Familiarity working with xcliff files, and ability to work in xcliff files for this translation job
- Familiarity with language and terminology commonly used in discussing labor rights issues and the agricultural sector in Latin American Spanish. (e.g., trafficking = *trata*, not *trafico*)
- The ability to read, write, and understand fluent English, and the ability to write fluently in Latin American Spanish.
- Familiarity with agricultural supply chain contexts a plus.

Consultants will be evaluated based on their relevant background in labor rights issues, their written skills in Latin American Spanish, their familiarity with working in xcliff files, and the quality of relevant previous English/Spanish translations.

Deliverables and Timeline

The Consultant is expected to produce all fully translated courses and modules in xcliff files and all downloadable sheets and graphic translations in Microsoft Word in Latin American Spanish by Friday, June 11th, 2021. However, Verité can have flexibility on due dates if needed.

Please see the schedule of the deliverables as follows:

#	Deliverable	Due Date
1	Rough draft of the three modules in the first course (both text and graphics) in a xcliff file for text and Microsoft Word for graphics, along with a rough draft of the first three downloadable sheets in Microsoft Word.	1 week from start date
2	Final draft of the three fully translated modules in the first course (both text and graphics) in a xcliff file for text and Microsoft Word for graphics, along with a final draft of the first three downloadable sheets in Microsoft Word. Final drafts must incorporate all Verité feedback regarding translated text and graphics, formatting, and all other style guidelines.	2 weeks from start date
3	Rough draft of the four modules in the second course (both text and graphics) in a xcliff file for text and Microsoft Word for graphics, along with a rough draft of the last three downloadable sheets in Microsoft Word.	3 weeks from start date
4	Final draft of the four fully translated modules in the first course (both text and graphics) in a xcliff file for text and Microsoft Word for graphics, along with a final draft of the last three downloadable sheets in Microsoft Word. Final drafts must incorporate all Verité feedback regarding translated text and graphics, formatting, and all other style guidelines.	4 weeks from start date

In your proposal, please clearly outline your availability from mid-May to mid-June to work on this translation project.

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 José Roberto Morales Salazar, Verité Project Director, at jmoralessalazar@verite.org by 11:59 p.m. Eastern Time on Friday, May 14th, 2021:

- CV or resume; or explanation of relevant qualifications, experience, and expertise.
- Cost proposal, including rate per word or per character and/or any additional expenses, and estimated number of days needed for this work.
- Samples of relevant previous English/Latin American Spanish translation work, preferably on topics related to labor rights issues.