



**Global  
Partnership**  
for Sustainable  
Development Data

Request for Proposals

# **International Sign Interpretation**

Consultancy

Deadline: May 15, 2024

Global Partnership for Sustainable Development Data

**To** : Offerors  
**From** : Global Partnership for Sustainable Development Data /  
United Nations Foundation  
**Subject** : International Sign Interpretation Consultant  
**RFP Issue Date** : April 12, 2024  
**RFP Closing Date** : May 15, 2024  
**RFP Closing Time** : 17:00 hours U.S. Eastern Time  
**Performance Period** : One (1) Year, renewable for two (2) additional years

The Global Partnership for Sustainable Development Data (the Global Partnership) is seeking an interpreter or interpretation firm with considerable experience with sign language interpretation to assist the Global Partnership with interpretation for various virtual and/or in-person convenings. The Global Partnership invites qualified individuals, firms, and organizations (“Offerors”) to submit a proposal for the requested services. The Contract resulting from this award will be a Consultant Agreement.

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate the United Nations Foundation (UNF) to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to the Global Partnership/UNF in terms of cost, functionality, and other factors as specified in this RFP.

The Global Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and consultants.

## **Section 1: Background and purpose**

Background: United Nations Foundation

The United Nations Foundation links the UN’s work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women's empowerment, poverty eradication, energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for the Global Partnership. For more information, visit [www.unfoundation.org](http://www.unfoundation.org).

Background: Global Partnership for Sustainable Development Data

The Global Partnership for Sustainable Development Data is a dynamic global network of governments, UN agencies, private companies and civil society organizations. The Global Partnership convenes, connects and catalyzes action to address the problems of poor data use, access, quality and production, and to work with stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. For more information, visit [www.data4sdgs.org](http://www.data4sdgs.org).

## **Section 2: Scope of services**

### **2.1 Services Expected**

The Global Partnership hosts a large number of convenings throughout the year that can range in size from a few people to several hundred. Convenings held include a combination of in person and online meetings and events. Offeror should indicate experience with International Sign interpretation for both in person and virtual settings. The Global Partnership supports and prioritizes the inclusion of a deaf and hearing interpreter team.

The successful Offeror will provide, on an as requested basis, two-directional International Sign interpretation: from deaf to hearing people and from hearing to deaf people.

If an Offeror is able to provide International Sign interpretation services in additional languages this should be noted in the Offeror's proposal.

It is expected that the successful Offeror consults with the Global Partnership prior to interpretation assignments to discuss terminology and purpose, to facilitate accurate interpretation. Whenever possible, the Global Partnership requires the successful Offeror to use the same employee interpreters to handle all Global Partnership assignments in order to develop a sound knowledge of the Global Partnership's "language" and style.

Interpretations may be recorded and included in published video files.

### **2.2 Desirable experience/qualifications**

*(If a consulting firm is bidding, the Global Partnership would look for these qualifications from the lead individual and others likely to be significantly engaged in the work.)*

- B.A. in any discipline, with a preference for degrees in target language, or equivalent professional experience
- International Sign Interpreter accreditation by World Federation of the Deaf (WFD) and World Association of Sign Language Interpreters (WASLI), and those in the process of accreditation are working with accredited mentors.
- 3-5 years of relevant International Sign interpretation experience
- Prior experience interpreting in International Sign for events related to data and/or international development communities.
- Reliable internet access and comfort with a variety of online meeting platforms.
- Excellent time management skills and detail oriented
- Organized, enthusiastic, able to manage tight timescales during crunch periods

## **Section 3: Proposal Preparation Instructions**

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. The font used should be easy to read and generally no smaller than 11 points. (Smaller font can be used for short footnotes.) Proposals must be submitted in **English**.

### **1. Technical Proposal, no more than two pages, to include:**

- a. The primary contact person for the Offeror: the individual's name, address, phone number and email address.
- b. A statement confirming the Offeror does not have a conflict of interest with this RFP, real or perceived.
- c. A summary of the Offeror's understanding of the scope of services, along with a positive commitment to perform the work in a timely manner.
- d. A brief description of the Offeror's experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP, and years of relevant experience.
- e. If the Offeror is a company, please include a summary of the number of interpreters available.
- f. If sign language interpretation is available from the Offeror in national sign languages in addition to International Sign, please summarize languages available.

### **2. Resume or CV of Key Personnel**

If the Offeror is a company, CVs of key interpreters should be included.

### **3. Portfolio of Work**

If available, links to up to three sample recordings of previous events at which the Offeror provided International Sign interpretation.

### **4. List of References**

The Offeror must include a list of three references, including phone number, e-mail address and a short description of work done for the referee.

### **5. Cost Requirements**

The Offeror should include a complete rate sheet for the services described above. All rates must be quoted in **U.S. dollars**.

The Offeror should include rates that cover a variety of interpretation time lengths (at a minimum, rates should include hourly, half-day, and daily rates). The Offeror should include rates for additional languages, if applicable. If the Offeror is able to provide a deaf and hearing interpreter team, please include those applicable rates as well.

Should travel be required for any in-person events, costs will be reimbursed according to UNF's travel policy.

For assignments under this consultancy, any interpretation costs not included in the rates provided will be agreed upon in advance with UNF. Any deviation from the quoted rates for an assignment due to complexity, location or assignment length, will also be agreed upon in advance with UNF.

**Proposal submission:** Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: proposals@data4sdgs.org. Be sure to include in the subject line: International Sign Interpretation Consultant. UNF will not accept proposals received by fax or mail. The Offeror should not send e-mails with Zip files, as such e-mails will be caught in UNF spam filters.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

## **Section 4: Selection**

We will review candidates with the goal of selecting several consultants from a diverse range of geographies most advantageous to the Global Partnership, based on the qualifications listed above, as demonstrated by the resume or CV, cover letter, and additional material, if applicable. The Global Partnership will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. The Global Partnership will also consider the overall costs to ensure that they are reasonable to deliver the services. The Global Partnership may meet with one or more Offerors prior to selection.

## **Section 5: RFP Conditions**

UNF reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as, a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

## **Section 6: Terms of payment**

Payment terms for the award shall be on an assignment basis and will be made following the submission of each assignment. Payment is dependent upon receipt of valid invoice, and contingent upon successful completion of deliverables, at the sole discretion of UNF. Payment shall be made in U.S. dollars by UNF via check or bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be made.