REQUEST FOR PROPOSAL (RfP)

Translation & Interpretation Services for C40 Cities
(East Asian and Southeast Asian Languages)

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

16th December 2021
1. C40 Cities Climate Leadership Group

The C40 Cities Climate Leadership Group (C40) connects 97 of the world’s greatest cities, representing 700+ million people and one quarter of the global economy. Created and led by cities, C40 is focused on tackling climate change and driving urban action that reduces greenhouse gas emissions and climate risks, while increasing the health, wellbeing and economic opportunities of urban citizens.

The current chair of the C40 is Mayor of London Sadiq Khan; and three-term Mayor of New York City Michael R. Bloomberg serves as President of the Board. C40 is governed by a Steering Committee made up of C40 member city mayors, elected by their peers to represent the geographic diversity of the network. Currently, the C40 Steering Committee includes the mayors of Barcelona, Bogotá, Buenos Aires, Dhaka North, Dubai, Freetown, Hong Kong, Jakarta, London, Los Angeles, Phoenix, Seattle, Stockholm and Tokyo.

C40’s work is made possible by our three strategic funders: Bloomberg Philanthropies, Children’s Investment Fund Foundation (CIFF), and Realdania.

C40 positions cities as a leading force for climate action around the world. We define and amplify their call to national governments for greater support and autonomy in creating a sustainable future. Working across multiple sectors and initiative areas, C40 convenes networks of cities providing a suite of services in support of their efforts, including direct technical assistance; facilitating peer-to-peer exchange; and research, knowledge management and communications.

As a climate organisation of the world’s greatest cities, C40 supports its members to move on to a low carbon development pathway, adapt to climate change, curb GHG emissions, and engage in partnerships among themselves and with global organisations, national governments, the private sector and civil society.

C40 Cities Climate Leadership Group, Inc. is a U.S. not-for-profit 501(c)(3) registered organisation, working with the world’s megacities to tackle climate change. With offices in London and New York, and people working across the globe, C40 has about 250 staff members. Around a half are UK based, around a tenth are US based, the remainder cover roughly another 15 countries. C40 is continuing to expand with plans to register entities in other countries this year. C40 Inc. in the U.S. would remain as the party entering into contracts and handling most financial transactions for all its global affiliates.

Website: www.c40.org
Facebook: https://www.facebook.com/C40Cities/
Instagram: https://www.instagram.com/c40cities/
Flickr: https://www.flickr.com/photos/c40citieslive/
2. Background of the project

Project summary

C40 is currently accepting proposals for translation and/or interpretation services over a three-year period to support translation of content articles and other city tools and resources, and interpretation at webinars, meetings and events. Please note that some content may be of a more technical nature.

3. Project Scope of Work

The purpose of this Request for Proposal is to solicit proposals from various candidates (both individuals and from organisations/agencies), conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate(s) who is best able to satisfactorily deliver the one or both scopes as described below.

The services this RfP relates to are the translation and/or interpretation from/to English and one (or more) of the following languages:

- Vietnamese
- Thai
- Bahasa Indonesia
- Bahasa Malaysia
- Japanese
- Korean

All translators and interpreters are expected to be fluent in English and the language/s bidded for.

Scope A

Translation services for a range of documents and reports, powerpoint slides, or other knowledge products, relating to the work of C40 Cities. Technical translation of subject areas such as Air Quality, Energy & Buildings, Transport & Urban Planning, Food & Waste and Climate Adaptation is desirable.

Output: High quality translations of C40 materials.

Scope B

Interpretation services at virtual and/or physical meetings. Simultaneous, consecutive and whispered interpretation may be required depending on circumstances. Technical interpretation of subject areas such as Air Quality, Energy & Buildings, Transport & Urban Planning, Food & Waste and Climate Adaptation is desirable.

Output: Well facilitated interpretation to support C40 staff. With interpretation equipment where relevant for in-person events, including console and central control units, transmitter, booth, receivers etc.

Please note that providers only need to bid for translation for one of the languages noted above, however, if they choose to do so, they may also bid for any of the other languages.
The proposal of any providers who are only able to provide one language service will not be evaluated as worse than a provider who is able to provide multiple language services.

4. Proposal Guidelines

The purpose of this Request for Proposal is to solicit proposals from various candidates (both individuals and from organisations/agencies), conduct a fair evaluation based on criteria listed herein, and select the candidate(s) who is best able to satisfactorily deliver **one or both scopes** described in section 3.

The documents submitted must be in English and should include proposed costs, any relevant CVs, clients, experience and translation of sample text (detailed outline in sections 5).

All proposals should include clear pricing, timelines, and detail on experience in the areas of translation in the language/s the individual or agency is submitting a bid for.

All costs must include taxes and must be itemized to include an explanation of all fees and costs.

If the individual or agency submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the agencies being contracted.

Contract terms and conditions will be on C40's standard Service Provider Agreement (see section 9) and will be negotiated upon the selection of the winning bidder for this RfP. All contractual terms and conditions will be subject to review by the C40 legal department and will include scope, budget, schedule and other necessary items pertaining to the project.

Proposals will be accepted until **10am GMT, 14 January 2022**. Any proposals received after this date and time will not be accepted.

Please submit your proposal to:
Christina Muniandy, cmuniandy@c40.org
Alissa Raj, araj@c40.org

5. Project Budget, Bidder Qualifications and Proposal

All proposals must include proposed costs to complete the recurring costs for translation and Interpretation. Pricing should be listed for each of the following items.

**Scope A (Translation):** Cost in USD by word count or page count, and any additional charges for technical proofreading. Please list any differentiated costs based on the speed of delivery for translation.

**Scope B (Interpretation):** Cost in USD for half-day and full day interpretation per person, for
virtual and/or in-person sessions.

Please separate costs for virtual interpretation and in-person interpretation, and the types of interpretation (simultaneous, consecutive, whispered). Please also include and separate expected equipment costs to include console and central control units, transmitter, booth, receivers etc. Travel expenses associated with in-person interpretation services would be covered by C40.

**Bidders should provide the following items as part of their proposal for consideration:**

**Scope A**
- Rate per page / per word, including any time differentiated costs
- Description of experience in translating documents. Providing evidence as necessary.
- Expected timelines for translation services
- List of clients and/or CV for each staff/personnel nominated
- Translation of one paragraph of text (see below)

**Scope B**
- Rate per hour/ per day, split by virtual and/or in-person, and the different types of interpretation
  - For in-person and where relevant, please also separate and include expected equipment costs to include console and central control units, transmitter, booth, receivers etc.
- List of the staff who would be working on interpretation projects and relevant qualifications and experience
- List of clients and/or CV for each staff/personnel nominated
- Translation of one paragraph of text (see below)

Note: Individuals/agencies applying for both Scope A and B only need to submit one list of clients/CV in the same proposal.

**All costs must include taxes and must be itemized to include an explanation of all fees and costs.**

Please translate this sample paragraph and include in your proposal

**Note: Translations submitted as part of the proposal will not be used for purposes outside the evaluation for this RfP.**

Without financing, cities simply cannot achieve a green transition at the scale and pace required to meet the vital targets of the Paris Agreement. Currently, the world’s major cities vary significantly in their abilities to allocate existing municipal budgets, or attract external finance, for climate-smart infrastructure. Limited by national policies, taxation powers, and institutional capacity, many cities are unable to access most forms of private investment. In fact, among 500 large cities in developing countries, only 5% have credit ratings recognized on international capital markets. C40’s work addresses a range of municipal climate finance challenges, at different stages of project maturity, and across major urban infrastructure groups: clean energy, zero-carbon buildings, public transportation, waste and resilience. By scaling up investment in these areas, and simultaneously divesting from fossil fuels, mayors are creating safer, healthier and more economically sustainable communities for the current and future residents of their cities. Additionally, C40’s work on climate finance is aligned with the delivery of each city’s Climate Action Plan and inclusive climate action
principles, ensuring future investments support the priority actions of the city, and improve the lives of the most vulnerable.

6. Timeline

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **10am GMT, 14 January 2022**. Any proposals received after this date and time will not be accepted.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposals sent out</td>
<td>16 December 2022</td>
</tr>
<tr>
<td>Questions asked to be shared with all bidders</td>
<td>5 January 2022</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>10am GMT, 14 January 2022</td>
</tr>
<tr>
<td>All bidders notified of outcome</td>
<td>4 February 2022</td>
</tr>
</tbody>
</table>

**Term:** The services will be ongoing from February 2022-February 2025. Service providers will be contacted by C40 Cities when translation or interpretation services are required.

**Note:** Bidders may be contacted during the evaluation process if any clarifications are required.

7. Proposal Evaluation Criteria

C40 will evaluate all proposals based on the following criteria:

**Scope A**
- **Translation Experience (40%)**: Technical translation ability, clients, CVs, proofreading,
- **Turnaround times (25%)**: Note that turnaround times may be differentiated by price depending on speed of delivery
- **Value and cost (20%)**
- **Local staff available for delivery (15%)**

**Scope B**
- **Interpretation Experience (45%)**: Technical translation ability, clients, CVs, familiarity with virtual platforms and in-person interpretation services
- **Value and cost (25%)**
- **Local staff available for delivery (20%)**: For virtual and in-person sessions
- **Equipment availability and cost (10%)**

8. Terms and Conditions

Please find in the following link the template terms and conditions of C40:
The service will start on the signature of the present contract and will end on the agreed date in February 2025.

9. **C40 Staff Points of Contact**

Please send proposals by **10am GMT, 14 January 2022** to the following:

**Primary recipient:** Christina Muniandy [cmuniandy@c40.org](mailto:cmuniandy@c40.org)

**CC’ing:** Alissa Raj [araj@c40.org](mailto:araj@c40.org)

Any clarifying questions about this Request for Proposal, before submitting a proposal, can be directed to the C40 Staff Points of Contact via email, latest by 9am GMT, 4 January 2022.