



REQUEST FOR PROPOSAL (RfP)

Translation & Interpretation Services for C40 Cities
(South & West Asian Languages)

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

18 January 2023

1. C40 Cities Climate Leadership Group Inc. ("C40")



C40 is a network of nearly 100 mayors of the world's leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

C40's team of 200+ staff is headquartered in London, with offices in New York, Joburg, Singapore, Delhi, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations, with the Office of the Chair based in London.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of London, Sadiq Khan. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Summary, Purpose and 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 content may be of a more technical nature with an international, professional audience group.

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 to and from English and one (or more) of the following languages:

- Tamil
- Marathi
- Hindi
- Bengali
- Kannada
- Arabic
- Urdu

All translators and interpreters are expected to be fluent in English and the language(s) bidden 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.

3. 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 outlined in section 2.

The documents submitted must be in English and should include the following items as part of their proposal for consideration:

Scope A:

- Translation rate/ pricing as per requirements in Section 6;
- Expected timelines for translation services;
- Description of experience in translating documents, highlighting any experience in environmental or international settings, and providing evidence as necessary;
- List of clients and/or CV for each staff/personnel nominated;
- Translation of one paragraph of text (see Section 5.1 below).

Scope B:

- Translation rate/ pricing as per requirements in Section 6;
- 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 Section 5.1 below)

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

Proposals will be accepted until **10am GMT, 10 February 2023**. Any proposals received after this date and time will not be accepted.

Please submit your proposal to: Sanjana Acharya (sacharya@c40.org).

Any clarifications or questions can be addressed to the above email ID, answers to which will be provided publicly in [this document](#).

Supplier Diversity



C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in terms of size, age, nationality, gender identity, sexual orientation, majority owned and controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.

Feel welcome to refer to C40's [Equity, Diversity and Inclusion Statement](#) as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#)

These terms and conditions are non-negotiable. Organisations unable to accept them as drafted should not submit bids in connection with this opportunity.

If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier

Subcontracting

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

4. RfP and Project Timeline



This RfP represents the requirements for an open and competitive process. Proposals will be accepted until **10am GMT, 10 February 2023**. Any proposals received after this date and time will not be accepted.

| Activity | Date |
|---|----------------------------|
| RfPs sent out | 20 January 2023 |
| Deadline to send in queries | 26 January 2023 |
| Questions asked to be shared with all bidders | 30 January 2023 |
| Submission deadline | 10am GMT, 10 February 2023 |
| All bidders notified of outcome | 21 February 2023 |

Term: The services will be ongoing from March 2023-March 2026. 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.

5. Proposal Evaluation Criteria

C40 will evaluate all proposals based on the following criteria:

Scope A

- **Translation Experience (40%):** Technical translation ability, clients, CVs, proofreading, previous experience working with C40, similar international organisations, and/or for city officials
- **Value and cost (25%)**
- **Turnaround times (20%):** Noting that turnaround times may be differentiated by price depending on speed of delivery
- **Location:** Whether the Bidder's headquarters are based in a setting local to the language(s) provided, for C40's Equity, Diversity, & Inclusion efforts **(15%)**

Scope B



- **Interpretation Experience (45%):** Technical translation ability, clients, CVs, familiarity with virtual platforms and in-person interpretation services, previous experience working with C40, similar international organisations, and/or for city officials
- **Value and cost (15%)**
- **Local staff available for delivery (20%):** For virtual and in-person sessions
- **Equipment availability and cost (10%)**
- **Location:** Whether the Bidder's headquarters are based in a setting local to the language(s) provided, for C40's Equity, Diversity, & Inclusion efforts **(10%)**

5.1 Sample paragraph for translation

Please translate the below sample paragraph and include it 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."

6. Project Budget

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 (i.e., if an additional charge). Please also list any differentiated costs based on the speed of delivery for translation (i.e., rushed fees).

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. Any travel expenses associated with in-person interpretation services would be covered by C40.

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

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. Pricing should be listed for each of the following items in accordance with the format below. All costs incurred in connection with the submission of this RfP are non-refundable by C40.

07. C40 Policies

C40 expects third parties to be able to abide by these C40 policies

- Ethical Business Conduct Policy [here](#)
- Environmental Policy [here](#)
- Equity, Diversity and Inclusion Policy [here](#)
- Safeguarding Policy [here](#)
- Whistleblowing Policy [here](#)

08. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by 10 February 2023 at 10 am GMT:

Sanjana Acharya, Regional Officer- South and West Asia,
sacharya@c40.org



Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP.

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.