

Date: 07.08.2023

Subject: Request for Quotation - Translation

The Innovation Hub is a newly registered organisation.

The Innovation Hub was also founded with the support of REFORM – The Palestinian Association for Empowerment and Local Development. REFORM is an NGO seeking to promote inclusion and social solidarity through empowering marginalized hard-to reach groups, and structural reform.

As the Innovation Hub was only registered in 2022, it stands at the initial stages of organisational development.

The Innovation Hub has completed its strategy development and is now working on the formulation of all necessary organisational manuals and policies.

The primary objective of this translation service is to translate the strategy, manuals, and policies accurately and effectively, from English to Arabic, ensuring that the content is linguistically accurate, culturally appropriate, and contextually relevant.

Needed Background:

- Advanced knowledge of Palestinian social, economic, and environmental issues, NGO landscape, social entrepreneurship, economics, and its terminologies.
- At Least 10 years proven experience in translation.
- Ability to provide 2 excerpts as examples of previously translated works.
- Advanced communication skills.
- Native-level proficiency in Arabic.
- Expertise in the subject matter of the documents to be translated.
- Proven experience in professional translation services, with a portfolio of previous work or client references.
- Familiarity with industry-specific terminology if the translation involves technical or specialized content.

Scope of work:

- Translation of written materials, including documents, strategy papers, manuals and policies, and other relevant texts from English to Arabic.
- Translation of texts, graphs and tables.
- Adherence to the specific tone, style, and context of the source material to ensure the message's integrity and meaning are retained in the translated version.
- The translated documents should be provided in an editable format (e.g., MS Word) and a final, proofread version.
- If required, the translation service provider should be open to providing linguistic consultation to clarify any linguistic or cultural nuances in the source material.
- Reverse the meanings of the texts and translate them logically, and keep the meaning of the original text.

- Accept adjustments required from Reform.
- Follow-up with the project team.

The translation service provider(s) shall ensure the highest level of quality and accuracy in the translated materials. This includes:

- Proofreading and editing the translated content to eliminate any linguistic errors or inconsistencies.
- Reviewing the translated content for cultural appropriateness and context relevance.
- Providing a revision process to address any potential feedback or corrections from the client.

The Client acknowledges that the documents and materials provided for translation may contain sensitive or confidential information. The translation service provider(s) shall commit to maintaining strict confidentiality and not disclosing any information or content to third parties without the prior written consent of the Client.

Submission Criteria:

Technical offer must include:

- Resume should be sent in English. (Resumes with a personal picture will not be considered).
- Cover Letter explaining interest in this project and experiences, in English and Arabic.
- Relevant work samples.
- Methodology.
- Deadline for translation of strategy by: **10th September 2023**
- Time frame for delivery with a deadline of **8th October 2023** for all documents provided during contract period.
- The Client reserves the right to conduct interviews or request additional information during the evaluation process.

Price offer should be drafted in English and submitted in ILS per page(A4). All taxes must be included in the final price.

The financial offer should be delivered in a separate sealed envelope from the technical offer.

Interested language service providers should submit their pricing proposals based on the volume and complexity of the documents to be translated. The payment terms and methods will be negotiated upon selection of the preferred service provider.

- Financial and technical offer must be submitted in English and signed/or stamped in sealed envelope by hand to the following address:

📍 Innovation Hub, Tirawi Building, -1 floor in Al Masyoun, Ramallah.

Deadline for Submission is: **20th August 2023**

Notes:

- Innovation Hub is not obliged to choose the lowest price.
- Individuals are accepted to apply.
- Individuals can submit a valid deduction on source certificate or else 10% the total payment will be deducted as income tax.
- Applicants must be able to supply a tax invoice.
- We will be evaluating each applicant based on the following weights:

Specifications	Score
Technical Offer (Resume must reflect the following)	70%
<i>Clear demonstration of language skills</i>	30%
<i>Time frame and methodology applied</i>	20%
<i>Relevant work samples</i>	20%
Financial Offer	
<i>Price in ILS per page</i>	30%

For more information, please do not hesitate to contact us on the following contact details:
Telephone: 0593808876, Email: innovationhubps@gmail.com

Thank you for your kind cooperation,
Sincerely yours,
**Consultant for Organisational Development
Innovation Hub**