



Date: May 22, 2023

SUBJECT: Request for Quotation – French simultaneous interpretation to support the U.S Embassy’s ILEA in Otse

Dear Prospective Quoter

The Embassy of the United States of America in Gaborone, Botswana, has a requirement for a responsible and qualified Contractor/vendor for the following project:

French simultaneous interpretation to support the U.S Embassy’s ILEA in Otse

Please read the statement of work carefully to understand all the requirements then submit your proposal per instructions.

The Embassy plans to award a purchase order for this service, and all interested vendors are encouraged to make competitive proposals. Please submit all proposals on or before June 02, 2023 @1000hrs.

This Request for Quotation does not commit the American Embassy in Gaborone to make an award. The Embassy may cancel the request or any part of it. Any price collusion will exclude potential contractors from working with the Embassy.

Direct any questions regarding this request for quotation to the Embassy Contracting Office telephone: 373-2292 or email: gaboronegsoprocurement@state.gov during regular business hours.

Scope of Services

To provide French simultaneous interpretation to support three of the ILEA Programs.

- Basic Investigation of Computers and Electronic Crime Program (BICEP) - **June 26-30,2023**
- Anticorruption for Judges and Prosecutors - **July 10-14,2023**
- Protective Security Operations -**August 14-18,2023**

Introduction

Simultaneous Interpretation - Interpret simultaneously from English to French and French to English in a classroom, conference, or practical exercise situations, involving in-depth pedagogique exchanges on a wide variety of law enforcement and criminal justice related subject matter. The mode of interpretation will be English and French languages in classroom/conference or practical exercise setting. The nature of this work will require the interpreter to take notes at regular intervals during course instruction.

The Interpreters must hold a degree or qualification in English and French languages or related qualifications. The interpreters must be able to perform instant analysis to correctly understand the substance of the words and information to be interpreted, including paying attention to details and nuances. The interpreters must be able to adapt to constantly changing circumstances, personalities, and work environments.

The interpreters must be fluent in spoken and written English and French languages. They must be knowledgeable on a wide range of appropriate terminology in many different fields, as well as acknowledgeable on different cultures. After briefing by the ILEA staff and or course instructors, the interpreters should be able to bridge terminology gaps, different measurement systems among others.

The Interpreters shall conduct translation transcription, validation, checks and error correction of work done during the overall interpretation / translation process to ensure that his or her work remains professional and factual.

The interpreters must be able to adapt to the demands of diplomatic, security protocol dictates, and similar considerations while interpreting with clarity and accuracy. The interpreters must perform interpreting services accurately and professionally as expected by ILEA.

General Description. A minimum of three interpreters must be contracted for the simultaneous services per course. The daily rate for this quotation should not include direct and indirect costs such as general administrative expenses. Additional expenses must be within reason and pre-approved by ILEA Gaborone Management and Training.

Date, Time, and Location

The interpreters are required to provide in-person and virtual simultaneous interpretation services during the period of June 2023 to August 2023 as and when needed. The in-person attendance is at the International Law Enforcement Academy (ILEA) - Gaborone situated within the Botswana Police College grounds. For virtual attendance, the contractor shall have the capacity to join online

with ILEA staffer/s to provide this service. Services are required each day of the week from 07:30 to 17:00 HRS.

Tentative Timeline

ILEA GABORONE				
Start Date	End Date	Course Title	No. of Planned Participants	Planned Participating Countries
6/26/2023	6/30/2023	Basic Investigation of Computers and Electronic Crimes Program (BICEP)		GAB //SEN //GHA //RWA //TAN //BOT
7/10/2023	7/14/2023	Anti-Corruption for Judges and Prosecutors		BUK //COM //MAD //NGR //TOG //GAM //MAL //TAN //BOT
8/14/2023	8/18/2023	Protective Security Operations	TBD - Agency Preference	BUK X//CAM X//DJB X//EQG X//ZAM X//BOT X

Translation of course/training material and/or Program Operational material

Translation of course/training materials and other ILEA operational materials will be requested upon request (when need arises) and charged at a rate per word. Translation from English to French for training material as determined by the training section. All translations must use appropriate law enforcement and criminal justice terminology. Course materials maybe presentations (PowerPoint) for instruction during class, word documents for exercises, excel sheets and other MS documents. Other translations maybe on ILEA portals or sites including the ILEA Global Network (IGN), Alumni Portal (AP), website page social media platforms and any other form as may be directed by the Training Section.

For the IGN, AP and the website pages ILEA administrator/s will create a user account for two contractor representatives to perform translation service directly on the portals. The users will only have access to perform the service they have been assigned to do. ILEA administrator/s will consult with the contractor to decide which translator to assign work on the portal amongst the two. The page will update based on the translator selected and notify them on email about the work they have been assigned to. List of work or assignments on the portals may include course surveys, survey responses, email templates and site-wide translations (page translation). It is the responsibility of the Users to safe keep their IGN credentials. Users must not share their password with anyone. Should they feel their password had been compromised they need to change it immediately.

General Description.

Translation of course/training materials should be completed within a specified time to allow ILEA staff to prepare the material prior the class. Contractor representatives assigned to work on the portals should be prepared to perform assignments online within a specified time.

Requirements

1. Fluency in English and French languages
2. Excellent writing, reading, listening, and speaking skills including the ability to provide translations and interpretation that are accurate with particular attention paid to details.
3. Ability to maintain and demonstrate confidentiality, respect, and professionalism.
4. Must be certified and competent in French and English languages or translation related field, must have five or more years of experience working within the interpretation and translation space. Must be able to use the computer.

5. Names and resume of all staff that will be providing this service.

Technical Requirements.

The translators / interpreters must have the ability to work with computer systems.

Reporting:

The interpreters will report to the Training Coordinator and ILEA Program Directors.

Deliverables, End Products and Period of Performance:

Upon contract procurement, the contractor liaises with ILEA staff regarding all ground logistics.

Progress and Compliance:

The ILEA staff consisting of Training and finance sections will monitor the progression of the assignments and evaluate the performance.

Transport and Hotel:

The interpreter is responsible for their own transportation arrangements to and from all locations.

ADMINISTRATIVE RECORDS:

Interpreter shall maintain administrative files, which shall at a minimum include time and attendance records for all employees furnished under the contract. ILEA staff is authorized to examine the contractor's administrative files. Daily time and attendance records shall be maintained and may be reviewed as required by the ILEA staff.

Reporting:

The interpreters will liaise with the Training Coordinator.

Deliverables, End Products and Period of Performance:

Upon contract procurement, the contractor liaises with ILEA staff regarding all ground logistics.

Progress and Compliance:

The ILEA staff will provide monitoring.

Government/Contractor Furnished Equipment, Data or Services.

The ILEA will provide a designated area for all work to be conducted. The ILEA will also provide a designated area to store/stage any equipment utilized during the project.

Special Considerations/Privacy Note:

All information/material furnished to the interpreters and/or developed by the interpreters during this contract span shall be considered privileged and not made public.

The interpreters shall maintain satisfactory standards of competency, conduct, cleanliness, appearance, and integrity. Each interpreter is expected to adhere to standards of conduct that reflect credit on themselves, the United States Government, and the Government of Botswana. Interpreters must use politeness and courtesy in the course of their duties.