



## Request for Proposals

### Sphere Handbook 2018 Translation from English to Ukrainian, Polish, Romanian and Slovak

Apply by midnight on Sunday 28 August

#### **About Sphere**

Sphere is a diverse global community of purpose and practice that brings together frontline practitioners, humanitarian agencies, community organisations, trainers, donors, policy makers, government agencies and affected communities, around a common goal – to improve the resilience of, and outcomes for, people affected by disaster and crisis.

Sphere establishes, promotes and reviews quality standards for humanitarian action which provide an accountable framework for preparedness, resource allocation, response, monitoring and advocacy, before, during and after disasters and crises. Sphere believes that people affected by crisis must be at the centre of decisions about humanitarian protection, assistance, recovery and resilience.

#### **Background**

Sphere will translate the Sphere Handbook into Ukrainian, Polish, Slovak and Romanian, and expand its network – of trainers, focal points, members, experts and practitioners – in Ukraine, Poland, Slovakia, Romania and Moldova.

There is a need and an appetite among humanitarian actors on the ground, including those working in reception centres and elsewhere, for training in humanitarian principles and standards. The [Sphere Handbook](#) – built on the foundations of human rights, evidence and experience – guides those responding to crises to implement better quality and more accountable humanitarian programmes, leading to better outcomes for and improved resilience of people affected by crisis.

#### **Scope of translation contract**

Sphere is inviting proposals from professional translators – including individual translators, groups of translators and translation companies – to translate the full text of the Sphere 2018 Handbook from English into Ukrainian, Polish, Romanian and Slovak.

The word count in English is approximately 131,000. The source documents can be provided on request, in which case they must be used strictly for the purpose of preparing a bid and nothing else.

## Timeline

Closing date for applications:	Sunday 28 August
Supplier selection and contracting:	by Friday 16 September
Translation starts:	by 19 September
Translation complete:	by 31 January

## Conditions

- The English text will be provided in MS Word format, including hidden index tags. The translated version must be returned in the same format with no alteration made to the MS Word Styles or formatting, including translated index tags.
- The translator is not required to perform graphic design tasks; all text in diagrams and covers will be provided to the translator as simple translation tables (in MS Word) from which the publisher will produce the translated graphics.
- Sphere will provide an initial bilingual (English and target language) list of 550 key words and terms.
- The maximum allowed time for translation is 4½ months for individual translators. Companies and pairs or groups of translators are expected to aim for 2 to 3 months.
- Sphere will propose a small advisory group for each target language, consisting of native language humanitarian professionals and led by a linguistic lead, to support the translator(s).
- Sphere recommends the Protection Principles chapter (4,700 words) is translated first, followed by a short pause of a few days in translation to allow the linguistic lead and the advisory group to review this initial tranche of work and catch any serious problems early.
- The translator should prioritise work on Chapters 1 to 4 (the “foundation” chapters) and one standard selected (by Sphere) from each technical chapter (around 35,000 words in total) which should be delivered to Sphere one month after the translation start date. These will be used in draft form to support training events. The translator may continue to make alterations to these translations after this initial delivery.

Note: The 2011 version of the Sphere Handbook was previously translated into Ukrainian, and around 15% of the text is identical to the 2018 version (i.e., the Humanitarian Charter and the Code of Conduct). The Handbook has never been fully translated into Polish, Slovak or Romanian. The translator may refer to existing translated materials but must view the work of others with a critical eye.

## How to Apply

Proposals should be submitted to [daria.pistriak@spherestandards.org](mailto:daria.pistriak@spherestandards.org) no later than midnight on Sunday **28 August 2022**.

Submissions should include the following:

- CV(s) of translator(s)
- Work samples relevant to the **humanitarian sector** and showing excellent familiarity with sector-related vocabulary. The linguistic lead and the advisory group should be able to assist with highly technical or specific terms, but the translator must have a good grasp of practical humanitarian sector language.

- Customer references (relevant to sector)
- Turnaround time for this project (maximum 4½ months for individuals, less for others)
- Financial offer: full cost structure broken down by language (if more than one language) and split by per-word and fixed-overheads, as applicable

To the extent that it supports your application, please feel free to provide additional information such as technologies employed, e.g. proprietary solutions and customer portals, or quality controls, e.g. ISO certifications and customer survey results.

Submissions from companies and groups of translators should additionally include, if applicable:

- Presentation of company: number of employees, top customers, office locations and organisational structure
- Number of translators with relevant sector knowledge by language
- CV(s) of Project Manager(s)
- Vendor management: how freelance translators are recruited, tested and monitored

### **Selection procedure**

Proposals will be reviewed on a rolling basis.

Shortlisted applicants will be asked to complete a test translation – of a section of the Sphere Handbook containing no more than 500 words and without reference to Sphere’s translated list of terms – to prove the quality of their work and their familiarity with sector-related vocabulary. Shortlisted applicants may be invited for interview.

Selection will be made based on several factors including experience in the relevant field, the quality of the test translation, ability to comply with the deadlines and pricing proposal.

### **Other terms**

Sphere will not be liable for any costs associated with the preparation, transmittal or presentation of any materials submitted in response to this RFP or any test translation and reserves the right to request further information before making an award.

Selected companies/individuals will be expected to use Sphere’s standard contract template, a copy of which is available upon request.

Successful applicants will be contracted for this project of approximately 131,000 words and offered a separate framework contract to cover additional ad-hoc materials, including, but not limited to, training materials, news items, newsletters, posts and event flyers.