



**Seafood Alliance for Legality & Traceability (SALT)
Call for Expression of Interest - Interpreter French to English**

SUMMARY

The goal of this Expression of Interest (EOI) is to identify an **Interpreter** that can interpret French to English and English to French during a two-day conference.

Date of Issuance: January 16, 2019
EOI Submission Deadline: January 22, 2019 by 5:00 PM PST

Interested vendors or consultants should submit their inquiries and responses by the dates listed above by email. Responses should be directed to Hannah Francis, h.francis@fishwise.org with a CC to Kate O'Rourke, k.orourke@fishwise.org.

CONTRACT MECHANISM & TERMS OF PAYMENT

A fixed price deliverables based purchase order (vendor) or service agreement (consultant) will be awarded.

PERIOD OF PERFORMANCE

February 11th and 12th, 2019

LOCATION OF WORK

Centara Grand at Central Plaza Ladprao, Bangkok, Thailand

BACKGROUND

FishWise promotes the health and recovery of ocean ecosystems by providing innovative market-based tools to the seafood industry, supporting sustainability through environmentally and socially responsible business practices. The Seafood Alliance for Legality and Traceability (SALT) is a new global alliance for knowledge exchange and action to promote legal and sustainable fisheries through improved transparency in seafood supply chains. SALT brings together the seafood industry, governments and nongovernmental organizations (NGOs) to accelerate learning and support collaboration on innovative solutions for legal and sustainable seafood, with a particular focus on traceability—the ability to track the movement of seafood through supply chains. SALT is a global alliance with interested participants around the globe. SALT is a public-private partnership between USAID and the Walton Family, Packard and Moore Foundations and is implemented by FishWise, a non-profit sustainable seafood consultancy.

SALT will be hosting a learning and collaboration event, the SALT PartnerLab on February 11 and 12, 2019 in Bangkok and seeks an English to French and French to English interpreter.

PURPOSE & OBJECTIVES

FishWise wishes to identify an interpreter based in Bangkok, Thailand to interpret on issues of traceability and transparency in seafood supply chains during the two-day PartnerLab conference.

SCOPE OF WORK

The interpreter will perform the following tasks:

- Interpret from French to English and English to French during the two-day SALT PartnerLab conference in Bangkok, Thailand.

DELIVERABLES

The following deliverables are to be submitted in electronic form by the interpreter to the designated FishWise contact person. The following deliverables are required:

Deliverables	Due Date
1. Interpret during the two-day conference from 7:30 a.m. to 5:30 p.m.	February 11 and 12, 2019

SKILLS & EXPERIENCE

The interpreter must demonstrate:

- Fluency in French and English required (Please indicate fluency level of all languages spoken)
- Experience in interpretation from French to English.
- Experience in interpretation from English to French.
- Experience as an interpreter.
- Strong communication skills (both verbal and written)
- Experience in interpretation of technical discussion on seafood and traceability, a plus.
- Must be able to work the full conference days.

SUBMISSION REQUIREMENTS

Interested offerors must provide a current CV, biographical data form (Annex A), and confirmation of availability to perform the work:

1. The CV shall contain, but not be limited to:
 - A half page statement describing the interpreter's capability for completing the assignment and previous experience with similar activities and their proposed daily rate.
 - A description of fluency level in English and French and the type of experience using them.
 - List of at least three references with contact email and phone numbers



- who can independently verify past work.
2. Annex A - Biographical data form.
 3. Confirmation of availability to perform the work during the anticipated period of performance indicated above (February 11 – 12, 2019).

Applicants must provide full, accurate, and complete information as required by this solicitation and its attachments. **Incomplete application packages will not be considered.**

CRITERIA/QUALIFICATION FOR EVALUATION

Submissions will be evaluated and ranked according to the conditions described in the evaluation criteria below, with a total overall maximum point value of 100.

The selection will be based on the best value/trade off (weighing price against technical factors) as follows:

Education (25 Points)	<ul style="list-style-type: none"> ● Bachelors degree or certificate in English or French language; degree in related technical field, a plus
Capabilities & Experience (55 Points)	<ul style="list-style-type: none"> ● Fluency in French and English required (Please indicate fluency level of all languages spoken) ● Experience in interpretation from French to English. ● Experience in interpretation from English to French. ● Experience as an interpreter. ● Strong communication skills (both verbal and written) ● Experience in interpretation of technical discussion on seafood and traceability, a plus. ● Able to work the full conference day.
Cost (20 Points)	<ul style="list-style-type: none"> ● Proposed daily rate

During the evaluation, the bidder may be requested to supply additional information in writing concerning content and/or to clarify points in their responses.

NOTE

- FishWise will not compensate individuals for preparation of their response to this Solicitation.
- Issuing this Solicitation is not a guarantee that FishWise will award a contract.
- FishWise reserves the right to issue a contract based on the initial evaluation of offers without discussion.
- FishWise may choose to award a contract for part of the activities in the Solicitation.

- FishWise may choose to award contracts to more than one offeror for specific parts of the activities in the Solicitation.
- FishWise may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original Solicitation.
- FishWise has the right to rescind the solicitation, or rescind an award prior to the signing of a contract due to any unforeseen changes, be it funding or programmatic.
- FishWise reserves the right to waive any deviations by offerors from the requirements of this solicitation that in FishWise's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Data produced by this belongs to FishWise and USAID. Any distribution of data must first have written authorization from FishWise or its designated representative.