



**Seafood Alliance for Legality & Traceability
Requests for Proposals - Spanish Speaker**

SUMMARY

The goal of this Request for Proposal (RFP) is to identify a consultant that is a native Spanish speaker with fisheries experience to provide translation, interpretation, and facilitation assistance in Spanish.

Date of Issuance: August 24, 2021
RFP Submission Deadline: by 5:00 pm PDT on September 3, 2021

Period of Performance: On/or about September 15, 2021 to December 15, 2021
Location of Work: Remote

Interested consultants should submit their responses by email by the dates listed above. Responses should be directed to SALT@fishwise.org.

CONTRACT MECHANISM & TERMS OF PAYMENT

FishWise anticipates awarding a not-to-exceed, deliverables-based contract. FishWise reserves the right to issue subsequent subcontracts to the awarded individual as a result of this solicitation for similar scopes of work.

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. SALT is a 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 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 Packard, Moore, and Walton Family Foundations and is implemented by FishWise, a non-profit sustainable seafood consultancy.

SALT recently launched the [Comprehensive Electronic Catch Documentation and Traceability \(eCDT\) Principles and Pathway](#) to support the design and implementation of eCDT programs that address ecological, social, and economic objectives. Over the next two years, SALT will support efforts across the globe, particularly in Latin America and the Caribbean, to apply the Comprehensive Principles and Pathway. As part of this work, SALT is also planning two virtual

traceability learning events for stakeholders within Latin America and the Caribbean to improve adoption of traceability globally.

SCOPE OF WORK

SALT is seeking a native Spanish speaker with fisheries experience and with experience working in Latin America and the Caribbean to -

- 1) Support SALT’s regional traceability events through the following tasks - (Level of effort (LOE) = 5 days)
 - Participate in the content creation and review event materials to translate and/or ensure accurate translation of the event material text.
 - Participate in creation and review of promotional materials, including social media posts, emails, etc.
 - Attend both SALT’s upcoming one-hour Spanish webinar and SALT’s three-hour virtual workshop, and support facilitation.

- 2) Support SALT’s regional traceability efforts through the following tasks - (LOE = 6 days)
 - Provide high-level review and guidance on translations for stakeholders in Latin America. This may include attending virtual meetings, providing feedback on draft and final reports in Spanish, or other forms of high-level translation support. SALT will provide the necessary technical expertise.
 - Attend virtual meetings in Spanish and provide written notes in English, as needed by SALT.
 - Translate materials or review translated text as requested from English to Spanish, and Spanish to English.
 - Summarize and distill Spanish texts, as needed by SALT.
 - Record audio in Spanish for SALT’s promotional materials.

DELIVERABLES

All deliverables shall be submitted in electronic format by the consultant where possible to the designated FishWise contact person by the due dates. SALT will provide final approval of the deliverables for payment.

Deliverables	LOE (days)	Due Date
1. Support SALT’s September event, which may include: <ul style="list-style-type: none"> a. Promotional material creation, review, or translation b. Facilitation support at event c. Event follow-up material creation, review, or translation 	1	September 30, 2021
2. Support SALT’s November event, which may include:	4	November 11, 2021



<ul style="list-style-type: none"> a. Content creation, review, or translation b. Promotional material creation, review, or translation c. Facilitation support at event d. Event follow-up material creation, review, or translation 		
3. Provide Spanish assistance for SALT’s Latin America and Caribbean efforts	6	December 15, 2021
Total	11	

SKILLS & EXPERIENCE

The following skills and experience are required for the consultant:

- Minimum of 2 years of experience in ocean conservation or fisheries (traceability knowledge a plus).
- Written and oral proficiency in English and Spanish.
- Excellent interpersonal communications and writing skills.
- Prior experience translating or interpreting from English to Spanish, and vice versa.
- Experience working in or with initiatives based in Latin America and the Caribbean.

SUBMISSION REQUIREMENTS

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the RFP that provide full, accurate, and complete information as required by this solicitation. Incomplete proposals will not be considered. All offers must abide by the standard provisions in Annex B.

- **Capabilities Statement (Not-to-exceed 1 page)**
 Indicate your availability to perform the work during the anticipated period of performance, and highlight how your skills and experience match those needed in the list above—specifically, whether you are a native Spanish speaker, examples of your previous work providing translation support, and your work in fisheries. Include three references whom we may contact to verify past work.
- **CV**
- **Budget**
 - Provide your proposed budget to complete the scope of work.
 - To support the proposed budget please provide your daily rate, a justification of the rate you provided, and a completed I 420 Form, see Annex A.

EVALUATION CRITERIA

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:

Spanish Skills (60 points)	<ul style="list-style-type: none">● Native Spanish speaker● Strong communication skills in Spanish and English (verbal and written)<ul style="list-style-type: none">○ Experience reviewing translated text for accuracy○ Experience with translating Spanish to English and English to Spanish○ Experience with facilitation in Spanish
Other Experience (20 points)	<ul style="list-style-type: none">● Experience working on or with seafood or fisheries initiatives (traceability a plus)● Experience working in or with initiatives based in Latin America and the Caribbean
Cost (20 points)	<ul style="list-style-type: none">● The budget, daily rate and a written justification for the rate that is proposed

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.