

TRANSLATION SERVICES FOR FSDT

TERMS OF REFERENCE

1. INTRODUCTION

The Financial Sector Deepening Trust (FSDT) was incorporated in Tanzania in July 2004. The FSDT's overall aim is to develop a deeper financial system that can provide greater access to finance for more Tanzanians. Among its other objectives are to:

- Provide funding to support the development of new financial products that address the needs of poor households and micro and small enterprises
- Support improvement in the policy, legislative and regulatory framework affecting delivery of services.
- Support initiatives aimed at improving financial market integration and access to wholesale forms of finance by financial services providers addressing poor households and micro and small enterprises.
- Support initiatives aimed at enhancing the supply of appropriate business services to financial service providers in Tanzania.

2. INTRODUCTION TO THE ASSIGNMENT

The FSDT seeks to commission a consultant to provide professional written and audio translation services, English to Kiswahili and Kiswahili to English, to the FSDT. This includes written publications, audio and visual pieces.

3. OBJECTIVE OF THE ASSIGNMENT

The goal of the translator is to have people read the translation as if it were the original. To do that, the translator must be able to write sentences that maintain or duplicate the structure and style of the original meaning while keeping the ideas and facts of the original meaning accurate. The translator must properly transmit any financial terminology, cultural references, including slang, and other expressions that do not translate literally. To accomplish this, the translator must be capable of reading and understanding the original language fluently.

The various pieces which will require translations are outlined in the scope of work below.

4. SCOPE OF WORK

- a) Translation of FSDT publications, including but not limited to reports, focus notes, case studies, press releases, articles, research pieces as well as presentations from Swahili to English and from English to Swahili
- b) Undertake any other task related to translations as requested by FSDT, including translation of scripts for audio/visual pieces.

5. CONTENT OF BID PROPOSAL

- a) Details on all perceived strengths of the bidder e.g. previous experience, in-house skills, and any other information that will assist FSDT to assess capabilities, capacity, competitive advantages, etc.
- b) At least 6 previous final sample translations that demonstrate the bidder's technical translation skills; including the understanding of style, tone, and context in translation.
- c) The translator must provide details of a dedicated contact point for the management of the contract. This individual must be available by telephone on a daily basis to facilitate briefings on matters of interest to the FSDT. (Contingency arrangements must also be in place in the advent that this individual is unavailable).
- d) A brief outline of the internal systems/procedures used to perform translation work for the client to ensure quality work is submitted to the client at all times, and in a timely manner.
- e) A clear quality assurance approach that is used by the translator in preparation of deliverables to be submitted to FSDT.
- f) Details of personnel or team that will support during tight turnaround times.
- g) A list of references of previous and current companies served or currently servicing
- h) Written confirmation that you and/or your team will be able to take part in the practical test at the FSDT offices, date TBD.

6. CONTRACT PERIOD

The contract period will last one (1) year upon signing of the contract and will be subject to renewal depending on performance.

7. COST

Service providers must provide proposed daily rate that they would charge for such an arrangement.

8. PAYMENT SCHEDULE

The FSDT will make payments for this consultancy as follows:

- At the end of every month upon receipt of timesheets and invoice the consultant will receive the agreed rate per day.

FSDT will reimburse all agreed travel and other expenses upon submission of accompanying receipts and invoices submitted by the consultant.

9. EVALUATION AND SELECTION

The translation service provider will be selected by a competitive tender process. The preferred bidder will be notified after the selection panel has scored the technical proposal and financial proposal. These will be evaluated on a combination of technical and financial criteria. In this case the ratio between technical and financial scores will be 80/20.

9.1 TECHNICAL PROPOSAL SCORING GRID

There will be two parts to this technical bid.

Part 1: All bidders will be evaluated in accordance with the scoring grid below:

Criteria	Sub-criteria score	Max. score for each criteria
Understanding of the ToRs and soundness of the proposal		45%
<ul style="list-style-type: none"> ▪ Thorough understanding of the scope of work and good demonstration of methodology on how the assignment will be approached 	15%	
<ul style="list-style-type: none"> ▪ Quality of translation from practical test (we want to see sound translation skills-ability to relay style, tone, and context of original language used.) 	30%	
Experience and professional competence		55%

<ul style="list-style-type: none"> ▪ Relevant professional qualifications- a degree in linguistics; or demonstrated real-world work experience in translating for at least 5 years. 	15%	
<ul style="list-style-type: none"> ▪ Personnel capacity and internal systems/procedures to handle the assignment and quality assurance process especially at tight turnaround times. 	25%	
<ul style="list-style-type: none"> ▪ Recent portfolio consisting of at least 6 samples; 3 translated from English to Swahili and another 3 translated from Swahili to English. 	15%	
Total		100%

Part 2: Practical Evaluation

All **shortlisted bidders** will be tasked with translating a piece that will be shared by FSDT. This will be a 1-hour exercise that will be completed at the FSDT offices. The aim of this practical is to test the team’s expertise, accuracy as well as speed considerations. All technical members of the consulting team put forward in the bidding papers are expected to physically be a part of the practical evaluation process.

The results will feed into the technical proposal evaluation criteria and will account for 30% of the total technical score.

To be considered further, a minimum total technical score of 65/100 is required. Only financial proposals from bidders scoring at least that level will then be evaluated.

The total financial cost in TZS will be weighted according to the formula:

- $(\text{Lowest total financial cost} / \text{Bidder's total financial cost}) \times 0.2$
- Total technical marks weighted by a factor of 0.8.

The weighted technical and financial scores for each proposal that passes the minimum technical threshold will then be added to produce a total score. The preferred bidder will be the one producing the highest total combined score.

Scoring will be carried out by a panel comprising one representative from the FSDT (the Operations Director or one other), a representative of the Finance Manager (FM – Deloitte Consulting Limited) and the Communications Advisor.

All bidders will be informed of the combined weighted scores for all proposals that pass the minimum technical threshold. The FSDT will also separately inform the bidder of any proposal that fails to meet this threshold.

9.2 FINANCIAL PROPOSAL

This will be a reimbursable fee contract up to a maximum financial limit. Financial proposals should be quoted in TZ Shillings. The FSDT requires a detailed and transparent budget breakdown in which all line items are clearly specified.

Financial proposals should be set out in the following format:

<i>Phases</i>	Rate (TZS)	Total (TZS)
Daily Fees (FSDT Daily rate consists of 8 hours)		
Total Fees		
Other expenses (if any)		
Total Cost		

Financial proposals should be in TZ Shillings and must be submitted separately from the technical proposal, whether electronically or in hard copy.

Daily rates for hotels and subsistence are fixed by FSDT policies. The FSDT's daily subsistence rates for Dar es Salaam and other parts of Tanzania are shown will be availed to the successful bidder.

Financial proposals should be denominated in TZ Shillings. This consultancy will be subject to local taxes. It is the sole responsibility of the Consultant to meet all the tax liabilities arising out of this assignment. Financial proposals will be evaluated on a basis net of any local taxes.

The deadline for submission of the tender documents is 18 September 2020.

Submissions after this time will not be considered. Bids must be submitted electronically to contact details below. Any queries relating to this ToR should also be submitted in writing to FSDT under the following address:

Procurement Manager
Financial Sector Deepening Trust
2nd Floor, De Ocean Plaza
Plot 400 Toure Drive
P.O. Box 4653 Oyster Bay, Dar es Salaam, Tanzania
+255 222 602 873/5/6

procurement@fsdt.or.tz

These questions and the answers will be shared with all short listed candidates. The deadline for any queries is 2 days before the proposal submission deadline date.

10. OTHER MATTERS

CONFIDENTIALITY

All information contained in the terms of reference and attachments is provided on a strictly confidential basis solely for the use of Tenderers in connection with a competition for the supply of services for the above contract. It is a condition of this competition that Tenderers (and any sub-contractors) shall:

- take all reasonable measures to protect this confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of confidential information;
- not use this information other than for the purposes of preparation of a tender, and shall disclose it only to officers, directors, or employees on a specific need to know basis; and
- not disclose, publish or otherwise reveal any of the information contained herein except with the specific prior written authorization of FSDT.

CONFLICT OF INTEREST

Tenderers (and any sub-contractors) must disclose in their tender details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest, if they were awarded this contract. Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. FSDT reserves the right to reject any tender which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

TAXATION MATTERS

The Consultants will be responsible to pay withholding tax and all other tax liabilities as per Tanzanian Tax laws. Any such tax amounts shall be the responsibility of the consultant.