



Request For Proposals (RFP)

Translators

1. Background:

Mari Research and Development (MRD) is an organization committed to addressing critical humanitarian and human rights issues, particularly those related to missing persons and transitional justice. Our project, "We Need to Know," operates in the northeastern region of Syria, within a distinct human rights framework. This project aims to document missing persons, ensure the rights of affected families, and provide support for the processes of transitional justice in the context of post-conflict Syria.

2. Purpose of the RFP:

MRD is seeking the services of qualified English translator and French translator who will play an essential role in ensuring that all projects information is accurately conveyed from and to the donor and different stakeholders.

3. Scope of Work:

1- The English Translator will be responsible for the following:

Translation of periodic reports and Simultaneous interpretation during meetings and conferences

2- The French Translator will be responsible for the following:

Translation of semi-annual and annual reports from English or Arabic into French for submission to the donor.

The service period ends by September 2024.

4. Proposal Submission:

Interested candidates are invited to submit their proposals in accordance with the following guidelines:

- A comprehensive CV highlighting relevant experiences in similar contexts.
- A translation sample:
 - (English Translator: from Arabic to English)
 - (French Translator: from English/Arabic to French).
- At least two professional references.
- A proposed budget, including fees and expenses. Interested service providers are requested to submit Technical and Financial proposals and CVs includes references via email to the following addresses: majed@maridevelopment.org



Please specify the applied for position in the email subject: by writing either English translator or French Translator.

5. Timeline:

- Deadline for proposal submission: 23-03-2024
- Review of proposals and selection of Translators: 28-03-2024

6. Contact Information:

For inquiries and proposal submission, please contact: majed@maridevelopment.org

7. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Qualifications and relevant experience.
- Translation sample quality.
- Proposed budget and cost-effectiveness.
- References and reputation in the field

8. Terms and Conditions:

- MRD reserves the right to accept or reject any proposal.
- MRD may request additional information or clarification from the applicants.
- The selected candidates will be required to adhere to MRD's code of ethics and confidentiality requirements.