



Request for Proposal: Interpretation and Translation Services Opportunity

Program Name: The Strategic US Speakers Program in Japan FY2024, funded by the U.S. Embassy Tokyo, implemented by World Learning.

Solicitation Objective: Selecting a contractual partner to provide interpretation and translation services related to the Strategic Speaker Program.

World Learning invites interested interpreting companies to submit applications for contractual partner services involving interpretation and translation services for The Strategic US Speakers Program in Japan FY2024. The contractual partner will provide interpretation and translation services for up to ten professional programs between November 2024 and May 2026.

World Learning is a nonprofit organization advancing leadership in more than 100 countries. For 85 years, we have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, we provide education, exchange, and development programs that empower people and strengthen institutions.

This RFP does not obligate World Learning to accept or contract for any expressed or implied services, nor does it obligate the vendor to accept or contract for any expressed or implied services. World Learning reserves the right to reject any or all quotes and to waive irregularities and informalities in the submission process.

Responses to this RFP should be emailed to kenna.king@worldlearning.org by **11:59 p.m. EST on Friday, November 22, 2024**. Submissions should include a brief description of the organization and services, the primary point-of-contact, and demonstrated capability and willingness to perform the Description of Needs, listed on page 2.

Program Overview: The Strategic US Speakers Program in Japan FY2024

The FY 2024 U.S. Embassy Tokyo Strategic Speaker Program brings dynamic U.S. citizen experts to Japan to engage professional and student audiences throughout the country on topics of strategic importance to the United States and Japan. Specifically, the programs will be focused on influencing local audiences on regional security, boosting PhD STEM (Science, Technology, Engineering and Math) education in Japan, cybersecurity, climate and security issues, diversity, equity and inclusion, advancing women's economic empowerment, supply chain protection, and research integrity. Through 10 Speaker programs, American experts will provide thoughtful leadership and engage both in-person and virtually with emerging and established Japanese leaders on a variety of policy topics to promote an understanding of U.S. policies and institutions and the

political, economic, social, and cultural context from which they arise. Americans and Japanese audiences will learn from one another and continue to cultivate relationships after the program has ended, creating strong professional networks and lasting goodwill.

Terms and Payment: In efforts to accommodate the awardee for their work in a fair and flexible approach, we encourage applicants to include their own proposed budget and timeline as part of the proposal. Once chosen, the selected organization will enter into a cost-reimbursement price agreement with a price ceiling not to exceed \$46,500. All activities listed in your timeline should conclude by October 1, 2026.

Description of Needs: Strategic US Speakers Program in Japan FY2024 Interpretation and Translation

- Interpretation and translation services for up to ten professional programs between November 2024 and May 2026.
- Approximately three professional events for each program, requiring two S-level interpreters (English, Japanese). There will be a variety of simultaneous and consecutive events.
- Written translation for at least one presentation or single page document for each program.

Draft Program Schedule November 2024 – May 2026

10 Programs (7 In-Person, 3 Virtual)

1. November 2024: Regional security in the Indo-Pacific (Virtual Program)
2. January 2025: Foreign Information Manipulation
3. March 2025: Women’s Economic Empowerment
4. May 2025: Energy
5. June 2025: Cyber Security
6. September 2025: Supply Chain Protection
7. November 2025: Current Events
8. January/February 2026: Diversity, Equity, and Inclusion
9. March 2026: Women’s Economic Empowerment
10. May 2026: Indo-Pacific Regional Security

Contractor Organization Requirements:

1. **Proposal:** Please submit a brief proposal describing the resources available at your organization as well as the cost for the above responsibilities. A successful proposal will include details on cancellation policies and deadline requirements for updated schedules.
2. **Budget:** Include a clear statement of work and corresponding cost/budget document to include the following categories:
 - a. Personnel
 - Half day services
 - Full day services

- b. Allowance for lost earnings
 - c. Transportation
 - Local
 - Non-local
 - d. Per diem
 - e. Translation
 - Presentations
 - Documents
 - f. Webinar interpretation services
- 3. Expertise:** Please describe the institutional qualifications of your organization to serve as a contractual partner and highlight the technical, regional and country expertise of your organization, including relevant past experience.
- 4. Program Personnel and Administration:** This section should include a clear explanation of the roles, responsibilities and involvement of staff proposed to coordinate the program, including the main facilitator. Please include a CV for the main facilitator.

Selection Criteria

All valid RFP responses will be evaluated on several qualitative and quantitative criteria:

- Capability and willingness to perform the Required Services
- Quality, flexibility, and reliability of services
- Competitive rates
- Small, Minority, Women owned businesses preferred, but not limited to
- Quality of qualifications and relevant past experience, including references

World Learning Schedule of Events – Key Dates

- 11/7/24 – World Learning’s publication of RFQ
- 11/22/24 at 5 pm ET – Due date for all RFQ responses to World Learning
- Week of 11/22 – Evaluation of RFQs and any follow up questions will be sent to bidders
- 11/27 by 5 pm – World Learning selects vendor(s), quotations are negotiated and finalized

Questions

For questions about this RFQ, contact Kenna King (kenna.king@worldlearning.org)

Provisions Included in All Agreements: All vendors must agree to incorporate the following provisions into their operations.

1. Equal Employment Opportunity: To the extent applicable, Contractor must comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60.

Contractor is encouraged to develop and enforce comprehensive nondiscrimination policies for its workplaces that include protection for all employees, subject to applicable law.

2. Debarment and Suspension: In entering this agreement, the Contractor certifies that neither Contractor, nor any of its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or otherwise excluded from participation in this transaction by any U.S. Federal department or agency.
3. Preventing Terrorism Financing: Contractor must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities designated under E.O. 13224, or that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resourcecenter/sanctions/SDNList/Pages/default.aspx>) or the UN Security designation list (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).
4. Preventing Terrorism Financing: Contractors at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:
 - a. Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Agreement;
 - b. Procurement of a commercial sex act during the period of this Agreement;
 - c. Use of forced labor in the performance of this Agreement;
 - d. Acts that directly support or advance trafficking in persons, including the following acts:
 - i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - exempted from the requirement to provide or pay for such return transportation by WL or USAID under this Agreement; or
 - the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human

- trafficking enforcement action;
- iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- iv. Charging employees recruitment fees; or
- v. Providing or arranging housing that fails to meet the host country housing and safety standards.

For purposes of this provision, “employee” means an individual who is engaged in the performance of this Agreement as a direct employee, consultant, or volunteer of the Contractor or any subcontractor.

5. Mandatory Disclosures: Consistent with 2 CFR §200.113 Contractors must disclose, in a timely manner, in writing to the Funder's Office of the Inspector General and to WL all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement or the Federal Award. Disclosures must be sent to:
 - U.S. Department of State
 - Office of Inspector General
 - P.O. Box 9778
 - Arlington, VA 22219
 - Phone: 1-800-409-9926 or 202-647-3320
 - Website: <https://oig.state.gov/hotline>