1.0 INTRODUCTION

**IAP2 Federation** is an international federation of affiliates whose members seek to promote and improve the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations throughout the world. IAP2 Federation carries out its mission by organizing and conducting activities to:

- Serve the learning needs of members through events, publications, and communication technology;
- Advocate for public participation throughout the world;
- Promote a results-oriented research agenda and use research to support educational and advocacy goals;
- Provide technical assistance to improve public participation.

Since its founding in 1990, IAP2 has grown from a membership of about 300 people to 3200 in 2014. In the past few years, as IAP2 has continued its growth and established itself as a leader in the field, it launched the Foundations in Public Participation training course (formerly the Certificate in Public Participation) providing comprehensive training in the tools and skills needed for effective participation. More than 16,000 people have taken the training modules worldwide.

The **IAP2 Foundations in Public Participation Program** is a two-module program (Planning for Effective Public Participation and Techniques for Effective Public Participation) intended to provide a broad-based learning experience covering all of the foundations of public participation. Developed in consultation with practitioners from around the world, the training provides useful tools for designing and implementing effective public participation programs. Currently there are 35 trainers licensed in Australia, Canada, Mexico, New Zealand, North America, South Africa, Thailand, United Kingdom and United States. The training is delivered primarily in English.

IAP2 is becoming more international and there are growing opportunities for extending the practice of public participation and the translation of the Foundations course materials into several languages is a key part of the IAP2 strategy. At this time, IAP2 is focusing these efforts to meet the needs of members who speak French (Canada and France) and Bahasa (Indonesia) in the first instance with Portuguese and Italian to follow.

2.0 PROJECT SCOPE

IAP2 invites proposals for **Language Translation Services** for the IAP2 Foundations in Public Participation Program course materials.

The extent of this contract will include:
Various translation related tasks from English-to-French, English-to-Bahasa, including:
- Translation, revision and proof-reading of IAP2 Foundations in Public Participation course materials (Trainer Manuals, case studies, exercises, etc.);
- Translation, revision and proof-reading of IAP2 Foundations program marketing brochures;
- Review and translate graphic representations of concepts and imagery
- Project management support

The service provider will be responsible for the delivery and receipt of work in electronic format.

3.0 RFP PROCESS

- **A signed Confidentiality Agreement is required.** Course materials will be provided to those who lodge their intention to bid for the sole purpose of aiding the development of the bidder’s proposal.
- This RFP is opened to all qualified bidders.
- Translation into both French and Bahasa is not a requirement.
- All inquiries related to this RFP must be directed in writing to operations@iap2.org. Information obtained from any other source is not official and should not be relied on. Inquiries and responses will be shared with all potential bidders.
- Should a correction be made or additional information released in connection with this RFP, it will be issued in the form of an Addendum and will be provided to all potential bidders.
- **NOTE:** IAP2 is acting in good faith by issuing this RFP. However, this document does not obligate IAP2 to contract for any products or services.

4.0 PROPOSAL FORMAT

The bidder’s proposal will be limited to 12 pages (single sided); font size no smaller than 12 points on 8.5 x 11 (or A4) size paper and submitted electronically. The proposal must have a Table of Contents and should be written in English. The bidder’s proposal must consist of the following items arranged in the order given.

- **Company Profile** – include documentation to support organizational stability, relevant staff and related biographies, details providing area of expertise and relevant accomplishments
- **Previous Experience** (relevant to this project) – Provide a list of previous comparable projects with similar scope and related project goals and outcomes achieved. List any associated challenges.
- **Subcontractors** – List any proposed subcontractors and provide details on capability, experience and identify the work they will undertake as part of this project.
- **Proposed Approach & Methodology** – Provide details on your proposed approach to undertaking this work, including expected outcomes and deliverables. Also, include a proposed project timeline or action plan and proposed reporting/communication with IAP2.
- **Financial Information** – All quotes must be provided in **US Dollars** and must include a budget, timeline and list of deliverables. Any anticipated travel and related expenses anticipated during the term of the contract must be detailed and included in the bid. A flat rate contract is preferred. If the bid is for both languages, we ask that the costs be noted separately.
- **References** – Contact names, phone numbers and email addresses for references that can provide information relevant to bidder’s experience on related types of work undertaken in the last three years
- **Conflict of Interest** – All bidders will be required to declare any conflict of interest with the organization.
• **Support from IAP2** – All proposals must include what support will be required from IAP2 during the time of the contract.

5.0 **PROPOSAL SUBMISSION**

• Proposals must be submitted by **5:00 PM GMT on May 2, 2016**
• Proposals must be submitted **via email to: operations@iap2.org** (Cover letters can be addressed to: Ms. Ellen Ernst, Executive Manager, IAP2 Federation)
• Any Proposal received after the deadline for submission of proposals will be rejected.
• The bidder shall bear all costs for preparing the proposal.
• The offer outlined in the proposal must be valid for a minimum period of 90 calendar days after the closing date. A proposal valid for a shorter period may be rejected by IAP2. In exceptional circumstances, IAP2 may solicit the bidder’s consent to an extension of the period of validity.

6.0 **TERM OF CONTRACT**

It is expected this contract will begin in June 2016 with expected completion by July 31, 2016.

7.0 **SUMMARY OF DATES***

• Request for Proposal released – April 8, 2016
• Submit intention to bid – April 18, 2016
• Proposal submission deadline – May 2, 2016
• Notification of successful bidder – June 2016
• Start date of contract – immediately following award

*IAP2 reserves the right to modify the schedule at any time*
8.0 PROPOSAL EVALUATION CRITERIA

Evaluation of proposals will be by a committee of individuals selected for their expertise in developing similar programs.

8.1 Mandatory Requirements
- The proposal must be received electronically by the closing date or will be disqualified from consideration.
- The proposal must be signed by a person authorized to sign on behalf of the bidder.

8.2 Essential Criteria

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<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Demonstrated ability to provide the required services</td>
<td>25%</td>
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<tr>
<td>Proposed approach and methodology</td>
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<td>Demonstrated experience in similar projects</td>
<td>20%</td>
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<td>Appreciation of international context</td>
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<tr>
<td>Price</td>
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