# Request for proposal

## 2023 multimedia translation
**Proposals will be received until 14 April 2023.**

1. No proposals will be considered after the appointed deadline.
2. Proposals must be submitted in English via email.

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The request for proposal (RFP) consists of two parts:

**I – Company overview**
Please provide the details requested in Section 7 and add any further information on your company that you feel we should have.

**II – Multimedia translation quote**
Please provide pricing details in US dollars to transcribe, translate and burn in subtitles.

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**Proposals must:**
- Be sent by email to africa.ortega@iasociety.org no later than 14 April 2023, 23:59 CEST
- Contain:
  - Pricing information related to the multimedia translation in the format requested
  - One sample of similar work of a video in English with subtitles in French and Spanish

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Important notes
Upon receipt, your proposal will be evaluated. Pre-selected companies might be contacted to further discuss their proposals verbally. The IAS might request more information or clarifications by email.

Please note that the IAS is not obliged to award this contract for any service to one single supplier.

IAS contact:
Africa Ortega, Associate Project Manager, IAS Educational Fund
23, Avenue de France
CH – 1202 Geneva
Switzerland
Email: africa.ortega@iasociety.org

1. **About the IAS**

IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by HIV. The IAS also hosts the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science and the HIV Research for Prevention Conference. More information about the IAS can be found at www.iasociety.org.

## 2. About the IAS Educational Fund

The IAS Educational Fund provides inclusive educational opportunities for key stakeholders to facilitate bridging the gap between evidence-based science, policy and action.

The Educational Fund has reached more than 23,000 people since it was established in 2016. The fund keeps key stakeholders in the HIV response up to date on the latest HIV research developments and implements targeted capacity development opportunities. Through its work: key stakeholders are better able to engage in the response; strategies, policies and practices in local settings are improved; and collaborations on multiple levels drive action.

It carries out its work by:

- Hosting regular regional meetings and webinars to provide access to the latest science from IAS and other international conferences
- Working with regional partners to ensure that recommendations from regional meetings and voices from communities and people living with and affected by HIV are amplified in key global and regional fora
- Organizing scientific publishing workshops to help young researchers improve their chances of having their abstracts accepted at international conferences and their research findings published in peer-reviewed journals
- Providing fellowships to support the training of clinicians in HIV service delivery
- Offering the IAS Mentorship Programme to foster professional networks between early-career and more experienced IAS Members
- <u>Facilitating access to digital resources in multiple languages to make the latest breakthroughs in HIV accessible to a global audience</u>
- Providing scholarships to attend IAS conferences

To make the content of IAS conferences accessible to a wider audience, most conference sessions in English are made available online. The IAS Educational Fund also **provides selected sessions in multiple languages to clinicians and other healthcare providers and advocates.**

More information about the IAS Educational Fund can be found at www.iasociety.org/educationalfund.

### 3. Purpose of the services

The IAS is organizing IAS 2023, the 12th IAS Conference on HIV Science, in Brisbane, Australia, on 23-26 July 2023 for which multimedia translation services are requested. The multimedia translation services consist of:

#### a) Transcribing
The original video files (in English) of a selected number of conference session recordings will be available at the end of July 2023 (some may be available earlier if pre-recordings are available) and will need to be transcribed. The content of the video recordings must be transferred to a written text.

#### b) Translating
The transcribed texts of the original video files need to be translated into Arabic, French, Portuguese, Spanish and/or Russian, taking into account the context and capturing the cultural nuances of the video content. Some videos may be translated into one or more of these languages. Please follow the UNAIDS terminology guidelines and People First terminology.

In 2022, a total of 40 session recordings were translated and captioned (20 into French, Spanish and Portuguese, 21 into Russian and 22 into Arabic). This amounted to 188 minutes in French, 289 minutes in Spanish and Portuguese, 247 minutes in Russian and 235 minutes in Arabic. A similar number of minutes can be anticipated for the IAS 2023 session translations.

#### c) Subtitling
The translated texts will need to be converted into subtitles, which must subsequently be burnt in the original video files, taking into consideration ongoing on-screen action.

### 4. Deliverables

The activities will take place between July and September 2023.

2023 online resources – Timeline

| Area | Activity deadline |
|---|---|
| Provider selection | April 2023 |
| Internal selection of sessions to be subtitled by the IAS | May-June 2023 |
| Contract finalization with selected provider | July 2023 |
| Video delivery to provider (20-30 videos in total – videos may vary from 7 to 30 minutes) | By Mid-August 2023 |
| Transcription, translation and subtitling conducted by the selected provider | September 2023 |
| All material finalized by the selected provider | End of September 2023 |

## 5. Proposal requirements

- The specified deadlines must be respected.
- The quality of translations should be guaranteed, taking into account the context and capturing the cultural nuances of the video content.

## 6. The following services are essential

The translations should follow the standards applied to previous digital resources projects conducted. Examples for each language can be found at the following links:
- [Arabic](Arabic)
- [French](French)
- [Portuguese](Portuguese)
- [Russian](Russian)
- [Spanish](Spanish)

## 7. Submission details

Proposals should include:

**I – Company overview and samples**
Please provide the following company information details:

Company name:
Contact person:
Address:
Phone number:
Email:
Website:
Project team details:
Key account manager:

Please provide weblink(s) to a sample of similar subtitling work completed within the past 12 months in French and Spanish (one video per language).

## II – Multimedia translation pricing

Please provide pricing details <u>in USD using the breakdown cost table below</u>.

| Item | Language | Unit | Rate (USD) |
|---|---|---|---|
| Script preparation (transcription) | | | |
| | All | Min | |
| Translation, editing, proofreading | | | |
| | Arabic | Min | |
| | French | Min | |
| | Brazilian-Portuguese | Min | |
| | Russian | Min | |
| | Latin American Spanish | Min | |
| Burn-in | | | |
| | All | Min | |

## 8. Confidentiality

The IAS will not give out any information or share any proposals received during the bidding process. The supplier, or any subcontractor of the supplier, shall not give out any information (including this document and all containing documents) received during the bidding process to a third party without prior written consent of the IAS.