

## **REQUEST FOR QUOTATIONS FOR THE PROVISION OF TRANSLATION SERVICES OF DOCUMENTS**

**Countries:** EASTERN NILE COUNTRIES (EGYPT, ETHIOPIA, SOUTH SUDAN AND SUDAN)

**Implementing Agency:** Eastern Nile Technical Regional Office (ENTRO)

**NAME OF PROJECT** - Nile Cooperation for Climate Resilience (NCCR)

**Project Loan No./Credit No./ Grant No.:** TF172848 NCCR (Nile Cooperation for Climate Resilience)

**Assignment Title:** Translation Service for 17 Flood Site Reports (Bulletin) From English to Arabic 10 Flood Sites and from English to Amharic 7 Flood Sites)

**Reference No.** (as per Procurement Plan): ET-ENTRO-485224-NC-RFQ

Issue Date: 14 May 2025

Submission Date and Time: 28 May 2025 -5:00PM (Local time)

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## REQUEST FOR QUOTATION (RFQ)

### (Translation, Interpretation and Proofreading/Editing Services)

REFERENCE: ET-ENTRO-485224-NC-RFQ	DATE: 14 May 2025
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#### SECTION A: INVITATION

Dear Sir / Madam:

1. The Eastern Nile Technical Regional Office (ENTRO) has received financing from the World Bank toward the cost of Promotion of Sustainable Development and Planning in the Eastern Nile Region (ENTRO), and intends to apply part of the proceeds toward payments under the contract to carry out “Supply and delivery of Translation Service for 17 Flood Site Reports(Bulletin) From English to Arabic 10 Flood Sites and from English to Amharic 7 Flood Sites at Eastern Nile Technical Regional Office, Addis Ababa, Ethiopia”
2. We kindly request you submit your quotation for Translation, Interpretation and Proofreading/Editing Services as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.
3. Interested eligible bidders may obtain further information from and inspect the Bidding Documents at the address given below (4) from 9:00a.m. to 5:00 p.m.
4. Quotation or Expressions of interest to perform the service must be delivered in a written form to the address below (in person, or by mail, or by fax) by May 28, 2025, at 17:00 local time

#### **Eastern Nile Technical Regional Office (ENTRO)**

Attn: **Act. Executive Director**

**P. O. Box 27173-code 1000**

**Addis Ababa, Ethiopia**

**Tel: +251-011- 6461130 and Fax: +251-011- 6459407**

E-mail: [entrovacancy@nilebasin.org](mailto:entrovacancy@nilebasin.org); Copy to :[egoda@nilebasin.org](mailto:egoda@nilebasin.org), [gabdi@nilebasin.org](mailto:gabdi@nilebasin.org) and [yseleshi@nilebasin.org](mailto:yseleshi@nilebasin.org)

5. If you are submitting your quotation by email, you must ensure that they are signed and in the pdf format, and free from any virus or corrupted files or corrupted contents, or the quotations shall be rejected. It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by ENTRO after the deadline indicated above, for whatever reason, shall not be considered for evaluation.
6. Technically responsive offers will be ranked according to the price/ offer provided. Award of the contract will be made to the lowest responsive quotation.

## SECTION B: GENERAL INFORMATION

### 1) Purpose

The purpose of this RFQ is for the Provision of Translation Services of Documents from English to Arabic, and from English to Amharic.

### 2) Beneficiary

The Eastern Nile Subsidiary Program (ENSAP) is a four-country (Egypt, Ethiopia, South Sudan and Sudan) undertaking. It is one of two Subsidiary Action programs of the NBI established in 1999. ENSAP focuses on joint water resource investment preparation. The Eastern Nile (EN) countries established the Eastern Nile Technical Regional Office (ENTRO) in June 2002 in Addis Ababa as a technical arm to implement ENSAP.

The Nile Cooperation for Climate Resilience (NCCR) Project is planned to be implemented by NBI centers and other stakeholders with the support of the World Bank. The Project development objective is to improve mechanisms for cooperation on water resources management and development in the Nile Basin.

Flood and drought risk mitigation is one of the major thematic areas to be implemented under NCCR. The Flood and Drought Risk Mitigation support (the focus of the workshop) will enhance flood forecast models for the EN region, joint development of basin-wide drought monitoring and forecasting models, information dissemination platforms and capacity building for flood risk mitigation investment planning. The work implemented by ENTRO and supported under this component will include: (i) enhancement of riverine Flood Forecast and Early Warning (FFEW) System for the EN region; and (ii) development and operationalization of a basin-wide drought early warning system (DEWS) that includes both monitoring and forecasting components. These tools will be developed with the aim of enhancing the robustness of existing models and expanding the geographical coverage.

The attached Description of Services presents the details of the consultancy work for translating Community Flood Action Bulletin produced as part of the NCCR Flood Risk Mitigation project for Ethiopia, South Sudan and Sudan done for 17 flood prone areas

### 3) Scope and Terms & Conditions

#### Scope

The objective of this RFQ relates to the provision of translation services of documents for a total of 17 site documents, out of which 10 (site documents) from English to Arabic, and the remaining 7 (site documents) from English to Amharic. To gain a better understanding of the range of topics that Community Flood Action Bulletins were produced in English. To have effective and wider dissemination of the 17 Bulletins translating and documenting in local languages are critical. At later stage the capacity building of the communities will be facilitated on these translated bulletins in Arabic and Amharic. The ensuing Translation services for community specific flood action bulletins are detailed in Table 1, describing the approximate pages, language and flood prone areas. For the required service a maximum of 45 days will be an indicative number of documents, and number of pages to be translated will be provided before each event. The documents would need to be translated at short notice.

Country		Language of translation	No of pages to be translated
Ethiopia	<u>Ethiopia (7 Bulletins):</u> Lake Tana: <i>1. Robit Kebele East Dembiya Woreda;</i> <i>2. Woyena Tana Kebele. East Dembiya Woreda;</i> <i>3. Kidist Hana community Fogera;</i> <i>4. Nabega community Fogera)</i> <i>5. Gambella City 01 and 02 Kebeles;</i> <i>6. Gambella City 04 Kebele</i> <i>7. Itang</i>	From English to Amharic.	7 site specific Bulletins Each bulletin 15 pages  Total = 105
South Sudan	<u>South Sudan (4 Bulletins)</u> <i>1. Malakal city,</i> <i>2. Pibor town,</i> <i>3. Nasir town and</i> <i>4. Akobo town).</i>	From English to Arabic.	4 site specific Bulletins Each bulletin 15 pages  Total = 60

Country		Language of translation	No of pages to be translated
Sudan	<u>Sudan (6 Bulletins)</u> 1. <i>Sidon town;</i> 2. <i>Atbara city – Atbara River;</i> 3. <i>Atbara city - Nile River;</i> 4. <i>Kassala city, Talata Kabarey;</i> 5. <i>Kassala, Degain and New Hamshkouraid;</i> 6. <i>Kassala, Tendlay and Matateb)</i>	From English to Arabic.	6 site specific Bulletins Each bulletin 15 pages  Total = 90
	<b><u>Total Pages</u></b>		<b>255</b>

#### Terms & Conditions - **Deliverables and timelines**

- a) The date of commencement of the contract shall be 1<sup>st</sup> day of June 2025.
- b) The Service provider shall be responsible for delivering the translated documents as per the timelines developed by the employer/ENTRO/ as per the required specification and quality listed. The deliverable's, i.e. translated documents are expected to be submitted timely and in high quality regarding the translated content and formatting
- c) All deliverables (translated documents) will be finally approved and accepted by the Regional Flood and Drought Project Coordinator of ENTRO
- d) Ensure that translators possess the necessary skills, education, accreditation, and expertise as required to perform the assignment.
- e) Delivery of translations that are technically accurate, linguistically fluent, and grammatically correct, requiring no further editing upon completion.
- f) Maintain the original document's structure, including font, size, style, and layout, ensuring compatibility between the source and target languages.
- g) Verify the accuracy of content, facts, and figures, ensuring no omissions. This includes translating and proofreading all footnotes, endnotes, captions, and labels for photographs, figures, and diagrams.
- h) Conduct terminology research to ensure the accuracy and appropriateness of specialized terms.
- i) Ensure the translation meets the expectations of the World Bank, Nile Basin countries, and ENTRO.
- j) Verify the accuracy of names, documents, references, and locations, ensuring they are appropriately rendered in the target language.

## Required Qualification /Expertise, Core Skills, and Competencies/

- A degree in Linguistics, Translation, or a related field from a recognized institution.
- Proficiency in both English and Amharic and English and Arabic at a professional level.
- Expertise in MS Office applications, including Publisher, Word, Excel, and PowerPoint.
- Ability to respond promptly to urgent translation requests.
- Proven experience in translating technical and regulatory documents, particularly in water resources engineering / flood management and related fields.
- Demonstrated experience in the translation field, with experience working with the Nile Basin Initiative (NBI) considered an advantage.
- Strong time management skills and the ability to meet deadlines consistently.
- bidders (companies/individuals) must provide evidence (proof of) of performing at least 2 similar assignment assignments. Previous experience with translation services provided to the (technical documents) will be considered as a base for meeting the required criteria

## Selection Criteria

The selection of the translation firm or service provider will be based on qualifications and experience. Interested candidates are required to submit both a technical and financial proposal.

The service provider must have:

- Have a minimum of three years of experience in simultaneous interpretation and translation of complex, high-volume documents.
- Have completed at least two similar assignments for recognized institutions, including quality assurance for translation work.
- Experience in water resource management area will be considered an asset.

## SECTION C: DETAILS OF INFORMATION REQUESTED

### 1) Specific Project Overview

Bidder is to provide:

Title	Detailed Description
Translation of documents	Translation of documents from English to Arabic, and from English to Amharic

All prices are to be exclusive of VAT.

## SECTION D: ADDITIONAL INFORMATION ON THE REQUIRED EXPERTISE, CORE SKILLS, AND COMPETENCIES

- a) Bidders are to submit their technical proposals as well as separate Financial Bid/offer using the indicated Form below,
- b) Bidders are to attach the Curriculum Vitae of the translators who will be assigned to this project with their bid
- c) Bidders (companies/individuals) must provide evidence (proof of) performing at least 2 similar assignment assignments. Previous experience with translation services provided to the (technical documents) will be considered as a basis for meeting the required criteria

## SECTION E: SUBMISSION OF QUOTES

- a. Any communications at RFQ stage shall be sent to  
**Eastern Nile Technical Regional Office (ENTRO)**  
Attn: **Executive Director**  
**P. O. Box 27173-code 1000**  
**Addis Ababa, Ethiopia**  
**Tel: +251-011- 6461130 and Fax: +251-011- 6459407**  
E-mail: [entrovacancy@nilebasin.org](mailto:entrovacancy@nilebasin.org); Copy to :[egoda@nilebasin.org](mailto:egoda@nilebasin.org) ,  
[gabdi@nilebasin.org](mailto:gabdi@nilebasin.org) and [yseleshi@nilebasin.org](mailto:yseleshi@nilebasin.org).
- b) Questions regarding this RFQ should be received by not later than 27 May 2025 – 5:00pm (Local time).
- c) Submission of quotes are to clearly highlight the title, “Request for Quotations for the Provision of Translation Services of Documents from English/Arabic/Amharic”, and reference number, “**ET-ENTRO-485224-NC-RFQ**”.
- d) Quotation should be submitted to  
**Eastern Nile Technical Regional Office (ENTRO)**  
Attn: **Executive Director**  
**P. O. Box 27173-code 1000**  
**Addis Ababa, Ethiopia**  
**Tel: +251-011- 6461130 and Fax: +251-011- 6459407**  
E-mail: [entrovacancy@nilebasin.org](mailto:entrovacancy@nilebasin.org); Copy to :[egoda@nilebasin.org](mailto:egoda@nilebasin.org) \_\_\_\_\_ ,  
[gabdi@nilebasin.org](mailto:gabdi@nilebasin.org) and [yseleshi@nilebasin.org](mailto:yseleshi@nilebasin.org).  
by not later than 28 May 2025 – 5:00PM (Local time).

- e) All prices are to be quoted in Ethiopian or USD, and Exclusive of VAT. The quotation should include a clear, comprehensive and detailed description of the pricing plan.
- f) Late or incomplete submissions will not be considered.

## SECTION F: FINANCIAL BID FORM

Quotation Title: **Request for Quotations for the Provision of Translation Services of Documents (English to Arabic and English to Amharic)**

Reference Number: **ET-ENTRO-485224-NC-RFQ**

Item No	Description	Detailed service to be Provided	Unit Price per page	Total including
	<u>Ethiopia (7 Bulletins):</u> Lake Tana: 1. Robit Kebele East Dembiya Woreda; 2. Woyena Tana Kebele. East Dembiya Woreda; 3. Kidist Hana community Fogera; 4. Nabega community Fogera) 5. Gambella City 01 and 02 Kebeles; 6. Gambella City 04 Kebele 7. Itang (7 site specific Bulletins Each bulletin 15 pages)- <b>Total = 105</b>	English to Amharic		
	<u>South Sudan (4 Bulletins)</u> 1. Malakal city, 2. Pibor town, 3. Nasir town and 4. Akobo town). (4 site specific Bulletins Each bulletin 15 pages )- <b>Total = 60</b>	English to Arabic		
	<u>Sudan (6 Bulletins)</u> 1. Sidon town; 2. Atbara city – Atbara River; 3. Atbara city - Nile River;	English to Arabic		

	<p>4. Kassala city, Talata Kabarey;  5. Kassala, Degain and New Hamshkouraid;  6. Kassala, Tendlay and Matateb)  (6 site specific Bulletins  Each bulletin 15 pages)-  <b>Total = 90</b></p>			
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## Description of Service

# For Translation of Community Specific Flood Action Bulletin from English version to Arabic and Amharic

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*April 2025*

ENTRO is an autonomous organ established to implement the Eastern Nile Subsidiary Action Program within the framework of Nile Basin Initiative  
P.O. Box 27173-1000, Addis Ababa, Ethiopia  
Tel. +251 (11) 646 1130/646 1132, fax: +251 (11) 645 9407  
Email: [entro@nilebasin.org](mailto:entro@nilebasin.org) Web site: [www.nilebasin.org/entro](http://www.nilebasin.org/entro)

## **1. Background**

### **1.1 The Nile Basin Initiative (NBI)**

The Nile Basin Initiative (NBI) is a transitional cooperative mechanism of ten riparian countries to realize a jointly articulated Shared Vision: “To achieve sustainable socio-economic development through the equitable utilization and benefit from the common Nile Basin water resources”. NBI provides the only all-inclusive regional platform for multi stakeholder dialogue, information sharing, as well as joint management and development of water and related resources in the Nile Basin. Currently, Burundi, DR Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania and Uganda are members of the initiative. Eritrea participates as observer.

### **1.2 Eastern Nile Subsidiary Action Program (ENSAP)/ENTRO**

The Eastern Nile Subsidiary Program (ENSAP) is a four-country (Egypt, Ethiopia, South Sudan and Sudan) undertaking. It is one of two Subsidiary Action programs of the NBI established in 1999. ENSAP focuses on joint water resource investment preparation. The Eastern Nile (EN) countries established the Eastern Nile Technical Regional Office (ENTRO) in June 2002 in Addis Ababa as a technical arm to implement ENSAP.

The current ENTRO 2022-27 Strategic Plan sets forth six priority goals aligned to the NBI 2018 – 2027 Strategic Plan, pertaining to: (1) water security; (2) energy security; (3) food security; (4) environment sustainability; (5) climate change adaptation; (6) water governance. The Strategic Plan identified 14 strategic directions which will be further translated into projects to be implanted during the strategy period.

### **1.3 NCCR project**

The Nile Cooperation for Climate Resilience (NCCR) Project is planned to be implemented by NBI centers and other stakeholders with the support of the World Bank. The Project development objective is to improve mechanisms for cooperation on water resources management and development in the Nile Basin.

NCCR Project components implemented by ENTRO will support ENTRO in promoting cooperation among Eastern Nile (EN) riparian countries by focusing primarily on providing flood and drought risk services, strengthening dam safety, and continuing to strengthen the network of youth and professionals in the sub-basin. It builds on ENTRO’s achievements in flood forecasting and dam safety capacity building and seeks to deepen activities where information tools are regionally relevant. The major thematic areas under NCCR are:

- Platform for Cooperation
- Dam safety capacity building
- Water Quality Investment Planning and Prioritization
- Information services for climate-resilient investment planning
- Flood and drought risk mitigation

The Flood and Drought Risk Mitigation support (the focus of the workshop) will enhance flood forecast models for the EN region, joint development of basin-wide drought monitoring and forecasting models, information dissemination platforms and capacity building for flood risk mitigation investment planning. The work implemented by ENTRO and supported under this component will include: (i) enhancement of riverine Flood Forecast and Early Warning (FFEW) System for the EN region; and (ii) development and operationalization of a basin-wide drought early warning system (DEWS) that includes both monitoring and forecasting components. These tools will be developed with the aim of enhancing the robustness of existing models and expanding the geographical coverage.

This ToR presents the details of the consultancy work for translating Community Flood Action Bulletin produced as part of the NCCR Flood Risk Mitigation project for Ethiopia, South Sudan and Sudan done for 17 flood prone areas.

## 2. Rational

Community Flood Action Bulletins were produced in English. To have effective and wider dissemination of the 17 Bulletins translating and documenting in local languages are critical. At later stage the capacity building of the communities will be facilitated on these translated bulletins in Arabic and Amharic.

## 3. Objective

The objective of the service is to translate 17 documents from English to Arabic (10 site documents) and from English to Amharic (7 site documents).

## 4. Scope of Work

Translation services for community specific flood action bulletins are detailed in Table 1, describing the approximate pages, language and flood prone areas.

Table 1. Community Specific Flood Action Bulletin, Translation<sup>1</sup> spec

Country		Language of translation	No of pages to be translated
Ethiopia	<u>Ethiopia (7 Bulletins):</u> Lake Tana: 1. <i>Robit Kebele East Dembiya Woreda;</i> 2. <i>Woyena Tana Kebele. East Dembiya Woreda;</i>	From English to Amharic.	7 site specific Bulletins Each bulletin 15 pages

<sup>1</sup> The translator or/and the editor of translated works should have a basic knowledge of hydrology / hydraulic /flood management / flood awareness / water resources engineering knowledge

Country		Language of translation	No of pages to be translated
	3. <i>Kidist Hana community Fogera;</i> 4. <i>Nabega community Fogera)</i> 5. <i>Gambella City 01 and 02 Kebeles;</i> 6. <i>Gambella City 04 Kebele</i> 7. <i>Itang</i>		Total = 105
South Sudan	<u>South Sudan (4 Bulletins)</u> 1. <i>Malakal city,</i> 2. <i>Pibor town,</i> 3. <i>Nasir town and</i> 4. <i>Akobo town).</i>	From English to Arabic.	4 site specific Bulletins Each bulletin 15 pages  Total = 60
Sudan	<u>Sudan (6 Bulletins)</u> 1. <i>Sidon town;</i> 2. <i>Atbara city – Atbara River;</i> 3. <i>Atbara city - Nile River;</i> 4. <i>Kassala city, Talata Kabarey;</i> 5. <i>Kassala, Degain and New Hamshkouraid;</i> 6. <i>Kassala, Tendlay and Matateb)</i>	From English to Arabic.	6 site specific Bulletins Each bulletin 15 pages  Total = 90
	<b><u>Total Pages</u></b>		<b>255</b>

- Ensure that translators possess the necessary skills, education, accreditation, and expertise as required for each assignment.
- Deliver translations that are technically accurate, linguistically fluent, and grammatically correct, requiring no further editing upon completion.
- Maintain the original document's structure, including font, size, style, and layout, ensuring compatibility between the source and target languages.
- Verify the accuracy of content, facts, and figures, ensuring no omissions. This includes translating and proofreading all footnotes, endnotes, captions, and labels for photographs, figures, and diagrams.
- Conduct terminology research to ensure the accuracy and appropriateness of specialized terms.
- Ensure the translation meets the expectations of the World Bank, Nile Basin countries, and ENTRO.
- Verify the accuracy of names, documents, references, and locations, ensuring they are appropriately rendered in the target language.

## **5. Duration of Assignment and Remuneration**

The assignment is planned for a maximum duration of one months. Remuneration will be based on the services provided, in accordance with the unit prices outlined in the financial proposal or as negotiated in the contract.

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## **6. Required Expertise, Core Skills, and Competencies**

- A degree in Linguistics, Translation, or a related field from a recognized institution.
  - Proficiency in both English and Amharic and English and Arabic at a professional level.
  - Expertise in MS Office applications, including Publisher, Word, Excel, and PowerPoint.
  - Ability to respond promptly to urgent translation requests.
  - Proven experience in translating technical and regulatory documents, particularly in water resources engineering / flood management and related fields.
  - Demonstrated experience in the translation field, with experience working with the Nile Basin Initiative (NBI) considered an advantage.
  - Strong time management skills and the ability to meet deadlines consistently.
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## **7. Selection Criteria**

The selection of the translation firm or consultant will be based on qualifications and experience. Interested candidates are required to submit both a technical and financial proposal.

The consultant(s) must:

- Have a minimum of three years of experience in simultaneous interpretation and translation of complex, high-volume documents.
- Have completed at least two similar assignments for recognized institutions, including quality assurance for translation work.
- Experience in water resource management area will be considered an asset.

**8.** Expressions of interest for the purpose of hiring a translation must be submitted electronically to [gabdi@nilebasin.org](mailto:gabdi@nilebasin.org) address and copy [tatinafie@nilebasin.org](mailto:tatinafie@nilebasin.org) and [yseleshi@nilebasn.org](mailto:yseleshi@nilebasn.org)