

USAID/Ethiopia, ADDIS ABABA

Invitation for Quotation

The USAID/Ethiopia, Addis Ababa, invites all eligible bidders to provide quotation for the supply of **Sign language Interpretation services**.

Each offer **MUST** contain the following unambiguous information. Any supplier with incomplete information per the below Scope Of Work will be disqualified.

Purpose: to provide sign language interpretation services for official meetings, training, and events (either in-person or virtual) organized within or outside of the U.S. Embassy Addis Ababa premises.

Scope of Services to be Performed:

The contractor interprets spoken language using Ethiopian, American and/or International Sign Languages or other manual sign systems and translates sign languages into spoken languages to facilitate communication and interactions between hearing and deaf/hard of hearing individuals; serve as a liaison between deaf and hearing clients; and perform related work as required. The Sign Language Interpreter serves deaf/hard of hearing USAID and partner staff during meetings, training, events and different kinds of activities and interactions.

Key Duties and Responsibilities

- Interprets presentations, discussions, announcements, conversations, meetings, events, and other spoken word situations using manual sign system appropriate for the language and the cultural background of deaf/hard of hearing USAID and partner staffs, stakeholders, other donors and international organizations, private sector partners, GOE counterparts, community, and beneficiaries of USAID development interventions.
- Accurately interprets deaf/hard of hearing individuals/participants signs into fluent English and Ethiopia's local languages as deemed necessary and situations dictates.
- The contractor translates written material such as books, publications, web pages, legal documents, medical documents, educational materials into sign languages and vice versa.
- The contractor will read the given material and convert text into sign languages, ensuring that translated content conveys the original meaning and tone; correct grammar, spelling, and punctuation; and should adapt the translation to the appropriate language and culture.
- Ensure interpreting venues and settings comply with standards and arranged conveniently for sign language interpretations.
- As necessary, works with USAID to gain understanding of relevant concepts to better facilitate translation for deaf/hard of hearing individuals and community.

- Provides information and orientation to deaf/hard of hearing individuals and community in emergency situations.
- The contractors maintain necessary certification for sign language interpretations.
- Adheres to the Professional Code of Conduct.
- May utilize technologies to transcribe speech to text during meetings and other settings.

The contractor will generally provide sign language interpretation services within 24 hours advance notice/request for the services.

The contractor, its employee or other person involved in the sign language interpretation process will maintain full confidentiality for all information gained as a result of their role and engagement with USAID and its partners.

Minimum Qualifications:

Contractors must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made based on a combination of education and experience that would likely provide the required knowledge and abilities.

Education: Completion of an accredited interpreter training program, or equivalent. Fluency in English and Amharic is required. Proficiency in other Ethiopian local languages is a plus.

Experience: Three years' experience as a sign language interpreter. Accurately interpret spoken language to sign language and interpret sign to spoken language; follow and give oral and written directions; demonstrate sensitivity to, and respect for diversity.

Knowledge of American, Ethiopian and International Sign Languages or other sign systems used; Deaf Code of Professional Conduct; technical signs or specialized vocabulary used in development or organizational contexts; deaf culture, local deaf community, and resources for the deaf; specialized equipment for the deaf and hard of hearing.

Period of Performance:

The contract will be effective upon signature, for a period of one year, with four option years, for a maximum of five years. Option years will be exercised based on continued need for the services, satisfactory performance by the contractor, and availability of funds. All terms and conditions of the purchase order will remain in effect during any option years.

Payment:

The Contractor may submit an invoice monthly, or after each sign language interpretation services, at the Contractor's discretion. Payment will be made after delivery of the service and acceptance by the requesting office. Invoices should be submitted electronically to addispaymentsectionofm@usaid.gov. Payment will be made within thirty days of receipt of a proper invoice.