



Request for Quotation for the Translation and Transcription of RURCON- JISRA Success Stories

Project: The Joint Initiative for Strategic Religious Action (JISRA)

Date of Issue: October 8th, 2024

Quotation Submission Deadline: October 15th, 2024

Expected Start Date: October 23rd, 2024

Service Timeline: 30 days

1.0 Introduction

RURCON, a Pan-African, non-partisan, not-for-profit organization established in 1971, is seeking a qualified vendor to provide **translation and transcription services** for 33 success stories collected as part of the **Joint Initiative for Strategic Religious Action (JISRA)** project during the 2023/2024 project year. JISRA is a peacebuilding project implemented in Nigeria in collaboration with various international and local partners to promote **Freedom of Religion and Belief (FoRB)** and address intra-, inter-, and extra-religious conflicts in targeted Kaduna and Plateau States communities.

RURCON invites qualified vendor with proven experience in transcription and translation to apply by submitting organizational profile and the quotation for the service.

2.0 Objective of the Assignment

The service provider will be responsible for translating and transcribing **33 success stories** related to the JISRA project. The objectives include:

- **Documenting project impact** through clear and accurate transcriptions.
- **Providing qualitative data** for project evaluations and final reporting.
- **Supporting project visibility and learning**, allowing for future adaptation and reference.

3.0 Scope of Work

The vendor will:

- Translate and transcribe **33 success stories** from audio, video, or written notes into typed, digital documents.
- Ensure clarity, accuracy, and consistency in capturing the narratives of project beneficiaries.

- Collaborate with the M&E and project team for necessary clarifications or content verification.
- Ensure all transcriptions are properly formatted according to the guidelines (Times New Roman, 12-point font, 1.5 line spacing).

4.0 Deliverables

The vendor is expected to deliver:

- **33 translated/transcribed success stories** in both hard and digital formats (Word Document or PDF).
- Ensure that each transcription is complete, accurate, and formatted consistently.

5.0 Payment Terms

- Payment will be made in lump sum: **100% upon completion** and submission of all deliverables, subject to the approval of the M&E team.

6.0 Submission Requirements

Interested candidate should submit:

1. **Service provider profile** highlighting relevant experience in translation/transcription services.
2. **At least one sample** of previous work related to transcription or translation (if available).
3. **Quotation** highlighting:
 - **Detailed cost breakdown** (in a tabular format) of translation, transcription and documentation.

7.0 Timeframe

The translation and transcription of the success stories will begin immediately upon signing the contract. The consultant is expected to complete the assignment within **30 days**.

8.0 Payment Terms

Payment will be a **lump sum** based on the agreed price for translating and transcribing the 33 stories. Payment will be made upon satisfactory completion and submission of all deliverables.

9.0 Criteria for Selection

- Proven experience in **translation and transcription** services, particularly in development projects.
- Strong attention to detail and accuracy in transcribing and translating narratives.
- Ability to meet deadlines and deliver high-quality outputs within the agreed timeframe.
- Fluency in written and spoken English and Hausa

- Vendor must have CAC registration, Corporate Account and Tax Identification Number (TIN)
- Vendor must reside within Jos

10.0 How to Apply

Interested applicants should submit the following documents to **rurconorg7@gmail.com**:

1. **Organizational Profile** detailing relevant experience in translation and transcription services.
2. **Quotation** detailing your fee proposal.
3. **Sample of Previous Translation/Transcription Work** (if available).

All applications should be submitted no later than **October 15th, 2024**. Late submissions will not be considered. For further information and clarifications contact: **08118737461** or email: **rurconorg7@gmail.com**