

Request for Proposals for Interpreters

Organization: International Research and Exchanges Board (IREX)

Issue Date: April 12th, 2023

Estimated Service Dates: June 30th, July 1st, July 2nd, and July 7th

Response Due Date: May 1st, 2023, at 5 PM EST

ABOUT IREX:

IREX is an independent nonprofit organization dedicated to building a more just, prosperous, and inclusive world by empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information.

SHE's GREAT!

SHE's GREAT! is an IREX project that inspires girls to be protagonists of their own change and connects them to skills and community support to address and overcome the complex social and economic challenges that girls face around the world. A key objective of the initiative is to present girls with opportunities in Science, Engineering, Technology, Arts and Design, and Mathematics (STEAM). This in turn will provide the foundation, skills, and confidence for more girls to enter non-traditional fields of study and enable them to overcome negative stereotypes, while providing the essential means to thrive and serve as role models for other girls.

POSITION SUMMARY:

IREX seeks interpreters to accompany SHE's GREAT! Virtual Impact Festival. The Virtual Impact Festival is a platform where SHE's GREAT! participants can publicly present the Youth Statement on Gender Equality, present the analysis of SHE's GREAT! global impact data, and receive feedback from various stakeholders (Donor, Ambassadors, family members, program implementers, Friends, other SHE's GREAT! colleagues, and external community members and professionals in youth development, STEAM, Human Rights/ Law, Civil Society Organizations, Education and gender equality).

The interpreters will be interpreting virtually to communities that speak English, Spanish, Russian, Arabic, Ukrainian, and Georgian. Selected interpreters will be responsible for interpreting for the duration of the Virtual Impact Festival, which will be 2 to 4 days, about 4-6 hours per day. Preferred candidates will ideally have experience and knowledge on gender discussions. Candidates should be able to process information quickly and concisely and recognize sensitive cultural differences.

DUTIES AND RESPONSIBILITIES:

- Provide accurate, detailed, and live interpretation/translation of:
 - Arabic-English/English-Arabic
 - Spanish-English/English-Spanish
 - Russian-English/English-Russian
 - Ukrainian-English/English-Ukrainian
 - Georgian-English/English-Georgian
- Bonus Points to interpreters who interpret between other languages (Russian to Arabic, Ukrainian to Spanish, Russian to Georgian etc.) and not have to translate to English before translating to other languages.

SKILLS AND EXPERIENCE:

- Certification in English-Arabic-English, English-Spanish-English, English-Russian-English, English-Ukrainian-English, English-Georgian-English interpretation/translation preferred;
- Minimum 3-5 years of experience in virtual interpretation preferred [please provide references for any translation services performed];
- Have knowledge on gender discussions;
- Willingness to work in a flexible manner in terms of number of working hours, days of work.

To Apply: Please send the following files to rsoares@irex.org add “VIF Interpreter” in the subject of the email:

For companies interested please submit a proposal. For individual Interpreters please submit:

- a resume
- a cover letter
- U.S. Dollar rates for Interpretation per hour or per day for Consecutive or Simultaneous interpretation as available
- Translation/interpretation certificate
- References for any translation services performed

Application deadline: Candidates will be reviewed until the position is filled. Shortlisted candidates will be asked to undertake a verbal interview.

Contract Awarding

Contracts may be awarded with or without further negotiation with the selected interpreters. No payments under the terms of this award are guaranteed until contracts have been signed. Issuing this call does not commit IREX to select any translator.

Renewal

IREX reserves the right, based on availability of funding and translator’s performance, to enter into subsequent contractual agreements with the selected translators for a period of up to five years without issuing a new request for proposals.

IREX has the right to withdraw this announcement at any time.

Item	Amount
Interpretation:	
Consecutive Virtual Hour	\$
Simultaneous Virtual	\$