



**Head Office Address Plot 3&4 NISD Avenue, Fayose Housing Estate, Afo Road, Ado-Ekiti Contact No: +234 803 577 7031, Email: [nisdekiti@yahoo.com](mailto:nisdekiti@yahoo.com), Website: [nisd.org.ng](http://nisd.org.ng)**

# **REQUEST FOR PROPOSAL (RFP)**

## **Project IEC Materials Translation Services**

---

Call Title: Translators

Issuing Organization: New Initiative for Social Development (NISD) in Ekiti, Osun and Ondo, Oyo, Kogi and Abuja

Closing Date: 20th April 2026

Contact Email: [procurement@nisd.org.ng](mailto:procurement@nisd.org.ng)

## **A. PURPOSE**

The purpose of this RFP is at present New Initiative for Social Development (NISD) is implementing a project that requires effective communication of key messages to diverse audiences across above mentioned regions of Nigeria. Given Nigeria's linguistic diversity, there is a critical need to ensure that these materials are accurately translated into local languages while preserving meaning, cultural relevance, and clarity. This will enhance accessibility, audience engagement, and programme impact. As a result, New Initiative for Social Development seeks qualified consultants, firms, or consortia to provide **professional translation services for IEC and projection materials**.

These messages are often delivered through **Information, Education, and Communication (IEC) materials**, including brochures, posters, training manuals, audio-visual content, and projection-based presentations.

---

## **B. OBJECTIVE OF THE ASSIGNMENT**

The overall objective is to ensure that all IEC and projection materials are translated into selected local languages in a manner that is:

- Accurate and contextually appropriate
  - Culturally sensitive and audience-friendly
  - Consistent with technical and programmatic messaging
- 

## **C. SCOPE OF WORK**

The selected service provider will be expected to:

- Translate IEC materials (print and digital) into specified local languages (e.g., Yoruba and Pidgin Languages).
  - Translate scripts for projection materials (e.g., PowerPoint presentations, videos, animations).
  - Adapt content to suit cultural and contextual nuances without altering intended meaning.
  - Provide back-translation (where required) to ensure quality assurance.
  - Review and proofread translated materials for accuracy, grammar, and consistency.
  - Collaborate with programme teams to clarify technical content where necessary.
  - Support voice-over translation and subtitle development for multimedia IEC content (if applicable).
- 

## **D. DELIVERABLES**

The consultant/firm will deliver:

1. Translated IEC materials in required formats (Word, PDF, etc.)
2. Translated scripts for projection and multimedia materials
3. Back-translated versions (if required)
4. Proofread and finalized versions ready for dissemination
5. Glossary of key terms (where applicable) to ensure consistency

---

## **E. DURATION OF ASSIGNMENT**

The assignment is expected to run for a period of **6–12 months**, on a call-off or framework basis depending on programme needs.

---

## **F. ELIGIBILITY & QUALIFICATIONS**

Interested applicants should demonstrate:

- Proven experience in translation of IEC, development, health, or governance-related materials
  - Fluency in English and at least one or more Nigerian languages
  - Strong understanding of cultural and contextual nuances
  - Experience with technical/programmatic content translation
  - Capacity to deliver high-quality work within tight timelines
  - Experience with multimedia translation (voice-over, subtitles) is an added advantage
- 

## **G. PROPOSAL REQUIREMENTS**

Proposals should not exceed **10–15 pages (excluding annexes)** and must include:

### **1. Technical Proposal**

- Understanding of the assignment
- Approach and methodology for translation and quality assurance
- List of languages covered
- Work plan and turnaround timelines
- Team composition and roles
- Relevant experience (including similar assignments)

### **2. Financial Proposal**

- Cost per word/page/minute (for audio-visual content)
- Any additional costs (e.g., proofreading, back-translation, voice-over support)
- Detailed budget breakdown in Naira

### **3. Annexes**

- CVs of key personnel
- Sample translated IEC materials (if available)

- Company/organisation profile
- 

## **H. EVALUATION CRITERIA**

Proposals will be evaluated using a weighted scoring system:

### **Technical Evaluation (70%)**

- Understanding of assignment – 20%
- Methodology and quality assurance approach – 25%
- Relevant experience – 15%
- Team composition and language coverage – 10%

### **Financial Evaluation (30%)**

- Cost-effectiveness and value for money

Only proposals meeting the minimum technical threshold (e.g., 70%) will proceed to financial evaluation.

---

## **I. SUBMISSION INSTRUCTIONS**

Interested applicants should submit their proposals electronically in PDF format to:

[procurement@nisd.org.ng](mailto:procurement@nisd.org.ng)

Subject line: “*RFP – IEC Materials Translation Services (Applicant Name)*”

**Submission Deadline:** 20th April 2026

Late submissions will not be considered.

---

## **J. CONFIDENTIALITY & OWNERSHIP**

All translated materials produced under this assignment will remain the property of New Initiative for Social Development (NISD). The selected consultant/firm must maintain strict confidentiality and shall not use or reproduce materials without prior written consent.

---

## **K. DISCLAIMER**

New Initiative for Social Development reserves the right to accept or reject any proposal and is not bound to award the contract to the lowest bidder.