

REQUEST FOR PROPOSALS

Translator for the Professional Exchange for Tibetan Cultural Heritage Practitioners Program to the Center for Folklife and Cultural Heritage

SCOPE OF WORK:

The contractor shall provide professional, technical, non-personal translation services in Mandarin and Tibetan as part of the Curator Digital Lecture Series and workshop to the Center for Folklife and Cultural Heritage (CFCH) at the Smithsonian Institution (SI). This will include translation of recorded videos and simultaneous translation of Q&A sessions.

STATEMENT OF WORK AND DELIVERABLES:

Contractor shall provide Mandarin and Tibetan written translation for five (5), 30- to 45-minute recorded lectures from curators for the Professional Exchange for Tibetan Cultural Heritage Practitioners Program. The lectures will be recorded and edited prior to the contractor receiving the files. The contractor shall provide consecutive translation in Tibetan for five (5) one-hour facilitated workshops for participants of the series to ask questions of the curators. The contractor shall collaborate and communicate across various project teams to ensure content is in alignment with project and communication priorities.

The contractor shall:

- Provide written English-language transcription of each of the five (5) recorded videos (30-45 minutes in length) in an agreed upon format with time code. The transcription will be used for subtitling and must be presented in appropriate bit-sized chunks for easy on-screen reading.
- Provide written translation in Mandarin and Tibetan of five (5) recorded videos in an agreed upon format (see above).
- Provide consecutive translation in Tibetan during five (5), one-hour live workshop sessions to support the English and Mandarin-speaking facilitator.
- Participate in 1-2 preparatory meetings prior to each workshop session. Each meeting will last 1-2 hours.
- Create a timeline that is mutually determined by the contractor and the Tibet project team for final video translations.
- Work with the videographer to review videos to ensure that Mandarin/Tibetan subtitles are in line with English-language content.
- Work with the graphic designer to translate text and graphics in supplementary materials (PowerPoints and video clips) from English to Mandarin/Tibetan.

DELIVERABLES

- Curator 1 video lecture- submitted and approved English-language transcription and Mandarin/Tibetan translation of curatorial lecture for cultural heritage professionals
- Curator 2 video lecture- submitted and approved English-language transcription and Mandarin/Tibetan translation of curatorial lecture for cultural heritage professionals
- Curator 3 video lecture- submitted and approved English-language transcription and Mandarin/Tibetan translation of curatorial lecture for cultural heritage professionals

- Curator 4 video lecture- submitted and approved English-language transcription and Mandarin/Tibetan translation of curatorial lecture for cultural heritage professionals
- Curator 5 video lecture- submitted and approved English-language transcription and Mandarin/Tibetan translation of curatorial lecture for cultural heritage professionals
- Curator 1 workshop- consecutive translation of live Q&A discussion
- Curator 2 workshop- consecutive translation of live Q&A discussion
- Curator 3 workshop- consecutive translation of live Q&A discussion
- Curator 4 workshop- consecutive translation of live Q&A discussion
- Curator 5 workshop- consecutive translation of live Q&A discussion

ACCEPTANCE CRITERIA FOR WORK COMPLETED:

The services will be completed to the specifications and approval of Director of Special Projects, Halle Butvin, in accordance with the review and recommendations of the curators for the project.

PERIOD OF PERFORMANCE:

All work under this contract shall begin February 1, 2021, and be completed by August 20, 2021.

PLACE OF PERFORMANCE:

Contractor will work remotely with weekly online or phone meetings with the CFCH team. Contractor will supply their own equipment for the project.

PAYMENT SCHEDULE:

Contractor shall supply a payment schedule to be included in proposal. Payments shall be made upon completion and acceptance of all work as required and receipt of proper invoices every month for the duration of the contract period. Contractor must track hours worked weekly to submit with their invoice.

BACKGROUND:

The Center for Folklife and Cultural Heritage’s Cultural Sustainability program works with communities to bolster efforts to preserve and practice living cultural heritage in the face of social, economic, and political challenges. Through its work, the program works to understand and mitigate threats to cultural sustainability, scale our impact through partnerships, convenings, and thought leadership, and transform public understanding about cultural diversity.

The Professional Exchange for Tibetan Cultural Heritage Practitioners Program will build on what Smithsonian created with the *Lag Zo: Making on the Tibetan Plateau* online exhibition and the MOOC *Methods and Techniques for Documenting and Preserving Tibetan Culture* by training Tibetan cultural heritage practitioners to properly and ethically source, store and display both tangible and intangible cultural heritage. Through the SI Curators Digital Lecture Series, SI curators will offer online in-depth knowledge sharing and training through a trilingual (English/Mandarin/Tibetan) digital lecture series. The lectures will take advantage of SI’s wide-ranging expertise in the presentation of cultural heritage and cover topics such as artisan communities, modes of cultural presentation and interpretation, and

educational resources for teaching multigenerational groups. In an online forum connected to the lecture series viewers can ask questions, discuss the topics and submit learning activities to be reviewed by SI staff.

Interested applicants are invited to submit a proposal, including hourly rate, work plan, and payment schedule, for consideration. Email folklife@si.edu with “Translator” in the subject line. Proposals will be accepted until January 15, 2021.

Individuals and companies that want to do business with U.S. government agencies, including the Smithsonian Institution, are required to maintain active and valid registrations in the System for Award Management (SAM). Registration with SAM is free and best accomplished via <https://www.sam.gov>. Before you begin SAM registration you will be required to obtain a DUNS number from Dun & Bradstreet (D&B). Access to D&B is available from the SAM website or at the company website, <http://www.dandb.com>. DUNS numbers are free when you indicate the number is needed to complete registration for U.S. government contract and grant awards. *Please note: Both the SAM and D&B websites include advertisements for private businesses offering registration assistance and other services for a fee. The utilization of such businesses is at your discretion and any fees paid are not reimbursable by the Smithsonian.*