

# Request for Interest Ad hoc Translation & Interpretation services: Portuguese<>English

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RFI n#: 2025-8-CM-TRANSPORTUGUESE

Location: Remote

Date Issued: 19<sup>th</sup> August 2025

Deadline: 18<sup>th</sup> September 2025

**Better Cotton key contact:**

Naomi Ho

Advocacy, Communications, and Events Team



All applications must be submitted via this [form](#).

You may submit questions to [tender@bettercotton.org](mailto:tender@bettercotton.org) - RFI n# 2025-8-CM-TRANSPORTUGUESE" until 8<sup>th</sup> September 2025.

Questions, requests and applications sent after the deadline for queries (18<sup>th</sup> September 2025) will only be considered in exceptional circumstances.

## Description

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Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In difficult times, we are meeting the challenge head on. Through our network of field-level partners we have provided training on more sustainable farming practices to more than 2.9 million cotton farmers in 26 countries. More than a fifth of the world's cotton is now grown under the Better Cotton Standard and our membership network includes more than 2,400 members.

More information about Better Cotton can be found on our website: [www.bettercotton.org](http://www.bettercotton.org)

## Background

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Better Cotton's Advocacy, Communications, and Events Team is looking to expand its prospective suppliers base for upcoming projects. We are specifically looking for individuals and organisations that can provide simultaneous and consecutive Portuguese <>English interpretation services and Portuguese <>English translation services, **specifically Brazilian Portuguese**.

We will review applications to vet prospective suppliers, and personal data will be stored in accordance with GDPR regulations.

## Scope of Work

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### Assignment 1: Interpretation services

A combination of consecutive and simultaneous interpretation services during conferences, workshops, official meetings, etc. including:

- Consecutive interpretation services from Portuguese <> English
- Simultaneous interpretation services from Portuguese <> English

### Assignment 2: Translation Services

In addition to interpretation services, which make up the majority of services required, Better Cotton may also request translation services. At times, Better Cotton may require urgent translation services as well.

We will require services as follows:

- Translation of various documents from English into Portuguese and vice-versa, delivered in MS Word, PowerPoint or Excel files, as required;
- Training materials (training modules and power point presentation, buckles, brochures, etc.).
- Public information materials (press releases, publications, articles, website materials, etc.). These texts could be for print publications, or broadcast on the web.

All text, including text contained in figures, boxes, tables, photo captions, sources and covers require translation and proofreading. Proofreading and editing will be done primarily using Microsoft Office programs such as Word, Excel, PowerPoint. Proofreading and editing of documents will make use of track changes.

The translator is expected to perform terminology research (i.e. on Better Cotton Term websites and others) to ensure the accuracy and appropriateness of the terminologies used in all translations. The

translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to Better Cotton. In addition to skills, competencies and expertise, we will consider value for money and demonstrable commitment to the sustainability field to evaluate applications.

## Required Skills & Knowledge

### Essential

At least 5 years of proven record of providing high quality translation/interpretation services

Good IT skills – in particular confident using PowerPoint, Word, Excel and Zoom (simultaneous translation function)

Demonstrated effective organizational and project management skills, as well as the ability to deliver services in an efficient and timely manner

Demonstrated experience working with international organisations

#### **For interpretation services**

Experience in performing simultaneous and consecutive interpretation in person in formal international settings (conferences, high-level meetings, trainings, etc.)

Experience of providing simultaneous translation at online meetings and trainings

#### **For translation services**

Experience in translating professional documents

### Desirable

Experience in interpreting/translating professional documents in the sphere of cotton industry

Experience of working with international or bilateral organizations especially

## Getting to know you

Company Information	<ul style="list-style-type: none"><li>• Full Legal Name</li><li>• Address</li><li>• Website</li><li>• Background</li><li>• Vision and Mission</li><li>• Contact person &amp; email address</li><li>• Telephone number</li><li>• Your customers</li></ul>
Experience	We'll ask you to tell us about previous assignments
Certifications & Credentials	What certifications and/or credentials do you have? How do these relate to your area of work?

Technical Skills	What relevant skills and expertise do you have? What methodologies have you used in past projects/assignments?
Data Security (Optional for individuals and smaller organisations, but mandatory for larger firms, and Traceability and Data Teams)	<ul style="list-style-type: none"><li>• <u>Technical Security</u> – We'll ask a technical overview of how you keep data secure in your tool(s), including details of any technical security certifications you hold.</li><li>• <u>Data Protection</u> – Describe your approach to complying with data protection legislation from distinct parts of the world</li></ul>
Fees	Tell us about your fee structure and what it includes: <ul style="list-style-type: none"><li>• Hourly or daily rate / per head (if applicable)</li><li>• Fees per specific tasks/deliverables</li><li>• For translators: price per word, number of revisions allowed</li></ul>
Company Commitments	What policies do you have in place (as applicable) on sustainability, inclusion and decent work?

## Application Requirements

**Please note that we have changed our RFP submission protocol, and this is now in two phases;**

- **Phase 1: Initial details will be submitted on the form found in this [link](#).**
- **Phase 2: You will receive an email with live links to upload relevant documents (please check your Spam and Junk folders).**

Proposals responding to this Request for Interest should be a maximum of 5 pages (excluding CVs), and include the following:

- Detailed CV of the translators/interpreters.
- Fee structure, preferably in EURO (as per the attached template);
- Publication materials translated/edited by the applicants can be submitted as well.
- At least 1 reference from international companies/organisations that you have previously worked with.

## High-level Timeline

18 <sup>th</sup> September 2025	Applications deadline All applications must be submitted via this <a href="#">form</a> .
19 <sup>th</sup> to 30 <sup>th</sup> September 2025	Applications review & shortlisting

From October 2025  
onwards

Successful applicants will be notified and offered assignments. Following the successful delivery of these assignments, Better Cotton aims to work on the basis of framework agreements, valid for 2 years.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

### Technical Evaluation Criteria

- Demonstrated understanding of this RFI
- Quality and clarity of the proposal
- Relevant professional experience of the proposed translator(s) and interpreter(s)
- Quality and relevance of the sample work submitted

### Financial Evaluation Criteria

- Quality and clarity of budget provided, using the fee structure template provided in annex
- Value for money

**We thank all applicants for their interest; however only shortlisted applicants will be contacted.**

**Better Cotton is committed to good practice and transparency in the management of natural, human and financial resources. All applications will be reviewed under the principles and subject to Better Cotton's policies on equal opportunity, non-discrimination, anti-bribery & corruption and conflict of interest.**

## Annex - Fee Structure template

### Rates and fees

#### Written translation

Item	Description	Language	Translation Fee <sup>1</sup> (regular)	Translation Fee <sup>1</sup> (urgent <sup>2</sup> )
1	1,000 words	English to Portuguese		
2		Portuguese to English		

#### Consecutive translation

Item	Description	Language	Translation Fee <sup>1</sup>
1	1 day = 8 hours	English to Portuguese and vice versa	
2	½ day = 4 hours	English to Portuguese and vice versa	
3	1 hour	English to Portuguese and vice versa	

#### Simultaneous translation

Item	Description	Language	Translation Fee <sup>1</sup> (in person & online)
1	1 day = 8 hours	English to Portuguese and vice versa	
2	½ day = 4 hours	English to Portuguese and vice versa	
3	1 hour	English to Portuguese and vice versa	

### Rates & Fees template for other languages

#### Written translation

Item	Description	Language	Translation Fee <sup>3</sup> (regular)	Translation Fee <sup>1</sup> (urgent <sup>4</sup> )
1	1,000 words	English to X		
2		X to English		

#### Consecutive translation

Item	Description	Language	Translation Fee <sup>1</sup>
1	1 day = 8 hours	English to X and vice versa	
2	½ day = 4 hours	English to X and vice versa	
3	1 hour	English to X and vice versa	

#### Simultaneous translation

Item	Description	Language	Translation Fee <sup>1</sup> (in person & online)
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<sup>1</sup> Specify the whether the rate per word/additional word

<sup>2</sup> Deliverables required in 3 to 5 working days

<sup>3</sup> Specify the whether the rate per word/additional word

<sup>4</sup> Deliverables required in 3 to 5 working days

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1	1 day = 8 hours	English to X and vice versa	
2	½ day = 4 hours	English to X and vice versa	
3	1 hour	English to X and vice versa	