

FORMAL INVITATION TO TENDER FOR

PROVISION OF SIMULTANEOUS & CONSECUTIVE INTERPRETATION AND TRANSLATION SERVICES

TENDER #: DRSOP_T_2026-03

Title:	Provision of Simultaneous & Consecutive Interpretation and Translation Services.
Reference:	DRSOP_T_2026-03
Date:	November 17, 2026
Procurement Procedure:	Open Tender

To whom it may concern,

DeepRoot Solutions intends to award a contract under the reference stated above. **This is an open tender**. If you are interested in this opportunity, you are invited to submit your tender to procurement@deeproot.consulting, and write the Reference of this tender in your email subject.

All submissions can be in both Arabic or English using the template provided and must be received no later than **Wednesday, December 2, 2026, at 1:00 PM (Aden, Yemen time)**. Tenders must be submitted in a **password-protected folder**, with the password to be shared with the DeepRoot Tender Committee **at the start of the tender opening session** on **Thursday, December 3, 2026, at 12:00 PM (Aden, Yemen time)**, using the link provided below via a Zoom call

The responsibility rests solely with the tenderer to ensure that the tender is fully, correctly, and completely uploaded before the submission deadline. Any submission received after the stated deadline will be rejected for non-compliance.

Tenders shall remain valid for a period of **thirty (30) days** from the closing date for receipt of offers.

The financial rates and prices submitted by the successful tenderer shall be incorporated into the resulting **contract** and **shall remain fixed and valid for approximately four (4) years** from the date of contract signature, unless otherwise agreed in writing by DeepRoot.

All costs related to the preparation and submission of tenders shall be borne by the tenderers and will not be reimbursed.

Contacts between DeepRoot and tenderers are strictly prohibited throughout the procedure. All questions you may have must be submitted to

procurement@deeproot.consulting no later than **Thursday, November 26, 2026, at 12:00 PM (Aden, Yemen time)**. All questions and responses will be compiled into a Q&A document, which will be shared publicly online as an update to the TOR.

The public opening of tenders will take place on **Thursday, December 3, 2026, at 12:00 PM (Aden, Yemen time)**, using the link provided below via a Zoom call. One duly authorized representative from each tenderer may attend. The public opening is limited to confirming receipt and procedural compliance and does not involve any technical or financial evaluation.

Please note that this invitation to tender is not binding on DeepRoot.

DeepRoot's contractual obligations shall commence only upon signature of the contract with the successful tenderer. Prior to signature, DeepRoot reserves the right to cancel the procurement procedure without incurring any liability or obligation to compensate candidates or tenderers. Any such decision will be duly substantiated and communicated.

Upon opening, all tenders shall be retained by DeepRoot and treated as confidential. Tenderers will be informed of the outcome of the procurement procedure by email. It is the tenderer's responsibility to provide valid contact details and to monitor their email regularly.

Zoom meeting link for opening the tenders

- Date: Thursday, December 3, 2026
- Time: 12:00 PM Aden, Yemen time.
- Zoom Link: https://us02web.zoom.us/j/89097446167

We hope this opportunity is of interest to you, and we look forward to hearing from you.

Yours sincerely,

DeepRoot Solutions

Tender: [DRSOP_T_2026-03] | CALL FOR PROPOSALS

Provision of Simultaneous & Consecutive Interpretation and Translation Services (Roster of 5 Long-Term Partners)

TERMS OF REFERENCE (TOR)

1. Background

DeepRoot Solutions invites qualified, experienced individual interpreters and translators to submit technical and financial proposals to establish a pre-qualified roster of five (5) dedicated interpretation partners.

Throughout the year, DeepRoot conducts a wide range of virtual and in-person activities involving Yemeni, regional, and international stakeholders, policymakers, experts, and civil society actors. To ensure seamless, accurate, and culturally nuanced communication across all engagements, DeepRoot seeks to onboard five reliable interpreters who will be contracted on an on-demand (call-off) basis.

Selected interpreters will be considered long-term partners and will be contacted directly as needs arise for virtual meetings, international travel to workshops and conferences, and written document translation. Workload throughout the year will be allocated among the five selected partners based on their final evaluation ranking and score, as well as their availability at the time of each scheduled activity. The framework agreement will have a duration of four (4) years, subject to annual renewal based on the interpreter's performance and DeepRoot's assessment of the quality of services delivered. Based on current operational planning, the estimated annual volume of work is approximately 136 hours of online sessions (distributed across the 4 years according to scheduled activities and trainings) and 40 days of in-person meetings; however, these figures are indicative estimates only and may increase, decrease, or otherwise vary over the course of the four-year framework agreement depending on DeepRoot's evolving programmatic needs.

2. Objectives

The main objectives of this assignment are to:

- Establish a dependable pool of five (5) professional Arabic–English / English–Arabic interpreters and translators capable of supporting DeepRoot's activities throughout the year.
- Deliver accurate, real-time simultaneous and consecutive interpretation during virtual Zoom sessions, training courses, and guest speaker events.
- Provide on-site interpretation support for workshops, conferences, and high-level meetings held in various locations worldwide.
- Deliver high-quality, contextually accurate written translations of reports, briefs, training materials, and official correspondence.
- Guarantee linguistic precision that faithfully captures Yemeni dialects, regional accents, terminology, and socio-political nuances.

3. Scope of Work

Selected roster interpreters will be called upon throughout the year to perform the following tasks on an as-needed basis:

3.1 Virtual Interpretation (Zoom & Online Platforms): Provide live simultaneous (using Zoom's interpretation feature) and consecutive interpretation during online training courses, webinars, roundtable discussions, and guest speaker sessions.

3.2 In-Person & International Event Interpretation: Travel to and attend workshops, conferences, retreats, and meetings in various countries worldwide to provide simultaneous (booth/whispered) or consecutive interpretation. (Note: DeepRoot will cover or arrange flights, visas, and accommodation in accordance with its travel policy when international travel is required).

3.3 Written Translation & Proofreading: Translate, edit, and proofread documents between Arabic and English—including research papers, policy briefs, training curricula, presentations, and administrative documents—maintaining terminology consistency and formatting.

3.4 Pre-Session Preparation: Review background materials, glossaries, agendas, and speaker presentations provided by DeepRoot prior to assignments to ensure mastery of subject-specific terminology (e.g., governance, economics, peacebuilding, development).

3.5 Dialect & Contextual Accuracy: Accurately interpret diverse Yemeni regional dialects and accents into clear, natural English (and vice versa), preserving tone, intent, and cultural sensitivities.

3.6 Schedule & Time-Zone Flexibility: Maintain flexibility to accommodate assignments across different time zones, occasionally outside standard working hours, as well as short-notice requests.

3.7 Confidentiality & Professionalism: Adhere strictly to DeepRoot's confidentiality, impartiality, and data protection standards regarding all discussions, participants, and documents handled during assignments.

4. Deliverables & Engagement Modalities

4.1 Call-Off & Workload Allocation Mechanism: Inclusion in the roster of five partners does not guarantee a fixed or minimum volume of work. Throughout the year, assignments and workload will be distributed among the five selected interpreters according to their overall evaluation ranking and score, alongside their availability during the scheduled activity. DeepRoot will contact roster interpreters directly via email ahead of each activity to confirm availability and issue a task order.

4.2 Interpretation Delivery: High-clarity, uninterrupted live interpretation for the full duration of assigned virtual or in-person sessions, including brief pre-session technical audio checks (10–15 minutes prior to start time).

4.3 Translated Documents: Delivery of accurately translated, proofread, and properly formatted files within the agreed deadline for each task order.

5. Interpreter Qualifications and Requirements

Interested applicants must demonstrate:

- **Linguistic Mastery & Yemeni Dialect Proficiency:** Native or near-native fluency in Arabic and English, with a proven ability to effortlessly understand and interpret various Yemeni dialects and accents.
- **Proven Interpretation Experience:** At least [3 / 5] years of professional experience providing simultaneous and consecutive interpretation (both remote via Zoom and in-person at international events) as well as written translation. Experience with NGOs, UN agencies, or development organizations is strongly preferred.
- **Verifiable References:** Proven track record supported by references from at least three (3) different agencies, companies, or organizations the applicant has previously worked with.

- **Travel Readiness & Flexibility:** Possession of a valid passport, ability and willingness to travel internationally on short-to-medium notice, and availability to work flexible hours across multiple time zones.
- **Technical Setup (for Remote Work):** Access to a reliable high-speed internet connection, a quiet professional workspace, and a high-quality headset/microphone suitable for live Zoom interpretation.
- **Location:** Applicants may be based in Yemen or any other country, provided they meet the technical, travel, and availability requirements.

6. Proposal Submission Requirements

Interested individuals are invited to submit a Technical Proposal and a Financial Proposal.

6.1 Technical Proposal

The technical proposal should include:

- **Updated Curriculum Vitae (CV):** Highlighting relevant interpretation/translation experience, education, certifications, and familiarity with Yemeni dialects and socio-political/development terminology.
- **Three (3) Professional References:** Contact details (name, title, organization, email, and phone) for at least three distinct organizations/agencies previously served.

6.2 Financial Proposal

Because assignments will be requested on an as-needed basis throughout the year, the financial proposal must be submitted using the Unit Rate Schedule in Annex 1 (Part II, Section 3), specifying all-inclusive rates in US Dollars (USD) for each service. All quoted rates must remain valid for a period of four (4) years from the date of signing the framework agreement.

- Virtual Zoom Interpretation (Hourly rate and Half-day / Full-day rate).
- In-Person Event Interpretation (Daily rate — excluding travel and accommodation, which DeepRoot covers separately).
- Written Document Translation (Rate per word or per standard 250-word page).
- Suggested payment and invoicing terms (e.g., per completed assignment or monthly consolidated invoicing).

Tender Evaluation Criteria and Scoring Methodology

Purpose of the Evaluation

This document defines the evaluation criteria and scoring methodology that will be applied by DeepRoot Solutions to assess and rank bids submitted in response to the Call for Proposals.

Up to five (5) framework agreements will be awarded to the top five (5) highest-scoring applicants achieving the highest overall weighted scores, in accordance with DeepRoot's procurement principles of transparency, fairness, competitiveness, accountability, and best value for money.

DeepRoot reserves the right to verify the information provided (including contacting references for shortlisted candidates) and to disqualify any applicant found to be non-compliant or to have provided false or misleading information.

Evaluation Criteria and Weights

Evaluation Category	Evaluation Criterion	Sub-Weight	Total Weight
Technical Proposal (65%)	Relevant Experience & Yemeni Dialect Mastery	45%	**65%**
	References (min. 3 organizations)	20%	
Financial Proposal (35%)	Competitiveness of Unit Rates (Virtual, In-Person Daily, and Translation Rates)	25%	**35%**
	Payment Terms & Invoicing Flexibility	10%	

Determination of the Winning Bidders & Workload Distribution

The top five (5) applicants achieving the highest total weighted scores across all evaluation criteria will be ranked from 1st to 5th and selected to join DeepRoot's interpretation roster. Throughout the framework agreement period, workload and assignment invitations will be distributed among the five selected partners in priority order based on their evaluation ranking/score and their availability at the time of each activity. The award remains subject to:

- Internal approvals in line with DeepRoot's procurement procedures.
- Successful reference checks and due diligence.

Confidentiality

All evaluation results, scores, and deliberations shall be treated as confidential and shall not be disclosed to bidders or third parties, except as required under DeepRoot's procurement transparency obligations.

Important Notice: Attached Annex. 1 (Checklist & Tender Proposal Submission Form) to be completed by the responder. (word document)

Note: Any submission missing Annex. 1 will be considered incomplete and will be disregarded from the evaluation process.