CALL FOR TENDERS

Call for Tenders for Translation Services of the Keeper of My Home Activity Books

1.0 SUMMARY OF WORK

The Keeper of My Home activity books are a resource designed to educate youth about housing, health, and safety within First Nations communities. We are seeking qualified translation service provides to translate these books into five First Nations languages to start: **Anishinaabemowin, Mohawk, Ojibway,** and **Cree** while ensuring cultural and contextual accuracy.

2.0 BACKGROUND INFORMATION

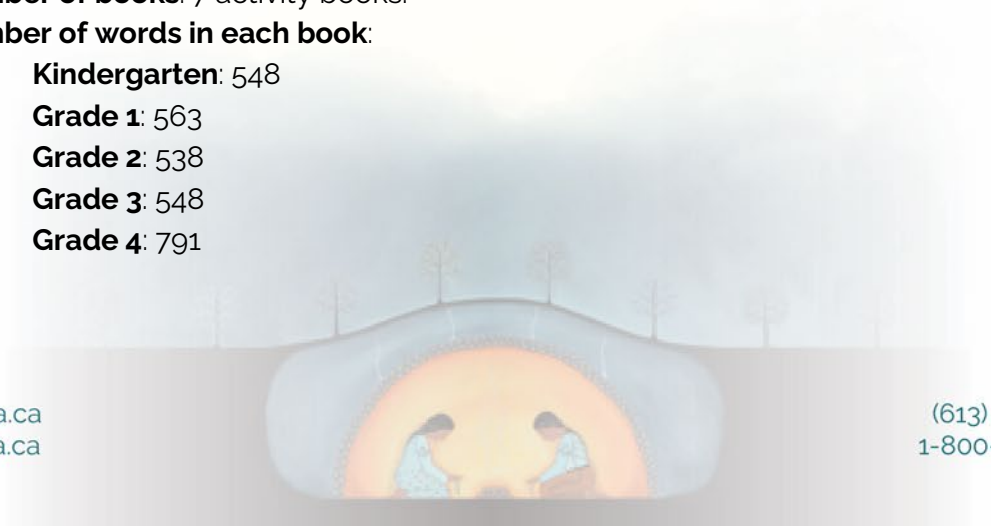
The First Nations Housing Professionals Association (FNHPA) is a national, professional association exclusively serving the needs of individuals working for or aspiring to positions in housing with First Nations organizations. FNHPA is the home to Keeper of My Home (KMH), a free educational resource that works towards improving awareness of First Nation housing, health, and safety by teaching youth about the importance of caring for home. The delivery of the program is centered around four main themes:

- Traditional Teaching of the Community
- First Nations Housing Topics
- Home Maintenance
- Home Safety

Each theme has a learning objective designed explicitly for the grade and aligns with provincial and territorial curricular requirements. The program includes classroom content, e-learning games, as well as the activity books. These books were created as a fun and creative way to enforce the teachings from the core content.

3.0 SCOPE OF WORK

- **Number of books**: 7 activity books.
- **Number of words in each book**:
  - **Kindergarten**: 548
  - **Grade 1**: 563
  - **Grade 2**: 538
  - **Grade 3**: 548
  - **Grade 4**: 791



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- **Grade 5**: 675
- **Grade 6**: 560

- **Languages required**: Anishinaabemowin, Mohawk, Mi'kmaq, Ojibway, and Cree.
- The translation must maintain the original meaning and be culturally appropriate for the target communities.
- **Deadline for completion**: Open until filled.
- **Submission format**: Final deliverables must be in a digital format (Word and PDF).
- **Translator information**: Please include a short bio with your name, community, province, and any relevant language or cultural qualifications.

4.0 BUDGET PARAMETERS

- This project is supported through federally funded programs with fixed financial capacity. For this phase of the Keeper of My Home translation work, proposals must align with a translation rate in the range **of $2.00–$4.00 per word.**
- Rates will be applied consistently across all language streams to ensure feasibility and equity within the scope, timelines, and funding available for this phase of the project.

5.0 DELIVERABLES

- Translated versions of the 7 activity books in each of the five specified languages.
- Proofread and quality-assured content.

6.0 QUALIFICATIONS

- Proven experience in translating education or culturally significant materials, particularly for First Nations communities.
- Strong knowledge and proficiency in the specified languages.
- Must state their **community** and **heritage** of the language they are translating.
- Demonstrated ability to meet deadlines and manage large-scale translation projects.

7.0 SUBMISSION REQUIREMENTS

- A detailed proposal including:
  - **Price**: Provide a cost per word within the range of **$2.00–$4.00 per word**, inclusive of all fees and charges.
  - **Timeline**: Estimated time for completing the entire project.
  - **Relevant experience**: Highlight prior work related to translation for First Nations content.

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- **Community and Heritage**: Indicate the community and heritage related to the language being translated.
- **References**: Contact information of at least two references for whom similar work has been completed.
- **Sample Work**: Examples of previous translation work in any of the required languages.

8.0 EVALUATION CRITERIA

All proposal will be reviewed by the Housing and Wellness Manager. The following factors will be considered when assessing your submission:

- Pricing structure and cost-effectiveness.
- Alignment with project budget parameters.
- Demonstrated experience in relevant translation work.
- Quality of previous work and understanding of cultural nuances.
- Heritage and connection to the language being translated.
- Ability to meet the project's timeline.

9.0 DEADLINE FOR SUBMISSIONS

This Call for Tenders is open until filled. Proposals will be reviewed as they are received, and the posting may close without notice once the position has been filled.

Proposals must be submitted electronically in PDF format to: brooke@fnhpa.ca

10.0 CONTACT INFORMATION

For inquiries or submissions, please contact:

Brooke Duggan
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(416) 346-4321

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