



Design of a Trilingual Terminology Glossary Request for Proposals

Commission for Environmental Cooperation 2014

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective consultants to design a trilingual (English, French and Spanish) terminology glossary for its Publications Unit.

The CEC is an intergovernmental organization created by Canada, the United States and Mexico under the North American Agreement on Environmental Cooperation (NAAEC). The CEC was established to address regional environmental concerns, help prevent potential trade and environmental conflicts, and promote the effective enforcement of environmental law. The Agreement complements the environmental provisions of the North American Free Trade Agreement (NAFTA).

Terms of Reference

The objective of this consultancy is to design a glossary database to standardize the terminology used by the CEC in all three languages. The glossary will be the official repository of CEC terminology and will be used by the CEC's Managing Editors, CEC staff, translators, interpreters and consultants.

The terms (words/phrases) in the glossary will be populated, maintained and updated under the CEC Managing Editors' supervision or directly by them in the course of their work. To facilitate this, the glossary database must be: a) designed to easily add/delete information by multiple users; b) able to handle multiple users simultaneously; c) cross-platform (Windows and Mac OS); and d) easy to share with CEC staff, consultants and translators outside the CEC in a non-editable format.

The terminology glossary will be available in all three official languages on the CEC's Intranet and through the CEC's website.

The Consultant's primary points of contact will be Karen Richardson, Interim Publications Manager; Johanne David, Managing Editor, French; Jacqueline Fortson, Managing Editor, Spanish; and Douglas Kirk, Managing Editor, English.

Description of Consultant Services

The consultant's work will consist of the following tasks:

1. Examine the glossaries, linguistic data banks and terminology tools and search engines already being used by the Publications Unit (e.g., *Termium*, *IATE*, *UNterm*, *Linguee*, *Babelnet*).
2. Examine the *ad hoc* internal glossaries already developed by the Managing Editors in Word/Excel.
3. Interview the Managing Editors to identify specific needs and determine the variables or parameters to include for each record in the glossary.
4. Design or adapt an interactive glossary database, with a clean, user-friendly interface, to include at least the following parameters:
 - a. Term (word, expression or phrase) of interest
 - b. Subject field(s)
 - c. Equivalents and synonyms in the other two languages (considering that often a particular term has more than one equivalent in another language, even within the same subject field)
 - d. Brief definitions by subject field (in all three languages)
 - e. Examples of usage and contextual translation: how/where the word is used in CEC documents and other valid sources
 - f. Sources
 - g. Notes or observations (for each language)
 - h. Search filters, constraints and sorting (by category or subject field; precise wording or similar matches/word variants; by relevance or date...)
5. Populate the glossary database with 25 terms in all three languages to pilot the database.

Note: Because the CEC Publications staff (in-house) and translators and editors (out-of-house) use both Macs and PCs, the database must be cross-platform.

Deliverable

A working, open-source, cross-platform database structure with search capability for an interactive linguistic database in three languages that will serve as the CEC's official terminological glossary.

Requirements

To be eligible for further consideration, all consultants must fulfill the following basic requirements:

The consultant must be domiciled and able to work legally in at least one of the three North American countries. If travel is required, the consultant must possess valid documentation to travel within these countries.

The consultant must have expertise in the development and management of terminological searchable cross-platform databases.

The proposal should not exceed three (3) pages, exclusive of applicant resume or corporate brochures. It should include a detailed cost breakdown, including number of person/days of key and other personnel, direct and indirect costs, travel costs and applicable taxes.

Potential consultants are encouraged to also submit any additional information that they believe will assist the CEC Secretariat in the evaluation of their proposal.

The consultant will be selected in accordance with the *CEC Consultant Services Procurement Manual*, available at <www.cec.org/consultant-manual>.

The CEC Secretariat intends to use its standard milestone-based contract for these services. A sample is available upon request.

Reporting requirements are as follows:

30 November 2014	Draft design of CEC searchable cross-platform trilingual database
31 December 2014	Final design of glossary including the entry of 25 terms (records).

The total budget available for this work is C\$25,000, including professional fees and expenses. If a currency other than Canadian dollars is used, the consultant should indicate the total cost of the professional services in Canadian dollars as well as the currency of choice, for comparison purposes.

Conflict of Interest

“Conflict of interest” means, but is not limited to, a situation where a consultant’s personal interest is sufficiently connected with professional duties under the contract, such that it results in a reasonable apprehension that said personal interest may influence the exercise of professional responsibilities under the contract. For example, a direct conflict of interest exists when the consultant is also a CEC government official, or is related to or closely affiliated with a CEC government official, CEC staff member or third party involved with the performance of the services.

The consultant will inform the CEC Secretariat of any circumstance that existed prior to the execution of this contract or that could manifest during the performance of this contract, which could constitute a conflict of interest. The consultant will complete and sign the attached *Declaration of Acceptance and Impartiality and Independence* (see Annex). The Consultant will also take note of the *CEC Consultant Services Procurement Manual*, at the above link.

Deadlines for Proposal Submission and Decision

The proposal, including all relevant attachments, must be received by the CEC Secretariat offices by **17:00 EST on November 5, 2014**. Proposals submitted after this deadline will not be considered.

Proposals must be submitted via e-mail to <krichardson@cec.org>. Proposal format may be in Microsoft Word or Adobe PDF format. Once the proposal has been submitted electronically, the CEC will confirm receipt within three business days. If receipt is not confirmed by e-mail within this time, **applicants must contact the CEC**.

The contact person is:

Karen Richardson
Interim Publications Manager
Commission for Environmental Cooperation
393, rue St-Jacques Ouest, bureau 200
Montreal, QC, Canada H2Y 1N9
Tel: 514-350-4300; Fax: 514-350-4313

The CEC Secretariat intends to select the consultant within three (3) working days following the proposal submission deadline.

ANNEX

CONSULTANT'S DECLARATION OF ACCEPTANCE AND IMPARTIALITY AND INDEPENDENCE FOR CONTRACT

I, the undersigned,

Last Name: _____ First Name: _____

ACCEPTANCE

☐

hereby declare that I accept to serve as consultant in the subject contract.

IMPARTIALITY AND INDEPENDENCE

(If you accept to serve as a consultant, please check one of the two following boxes. The choice of which box to check will be determined after you have taken into account, inter alia, whether there exists any past or present relationship, direct or indirect, with any of the Parties to the North American Agreement on Environmental Cooperation ("NAAEC") or their Commission for Environmental Cooperation ("CEC") representatives, Secretariat staff, and/or third parties involved in the performance of this contract, whether financial, professional, familial, or of another kind and whether the nature of any such relationship is such that disclosure is called for pursuant to the criteria set out below. Any doubt should be resolved in favor of disclosure.)

☐

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, CEC Secretariat staff, and third parties involved in the performance of this contract, and intend to remain so; to the best of my knowledge, there are no facts or circumstances, past or present that need be disclosed because they are likely to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest.

OR

☐

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intend to remain so; **however**, I wish to call your attention to the following facts or circumstances which I hereafter disclose because they might be of such a nature as to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest. Where facts or circumstances exist that might give rise to the latter such doubts, I may set out measures I intend to take to mitigate or eliminate any doubts regarding my impartiality and independence, and/or a possible conflict of interest. (Use separate sheet and attach.)

Date: _____

Signature: _____