



Notice of Clarification and Amendment of Instructions to Translators – 14 March 2023

Request for Proposals from Translators

Service	Translation of the Accelerated Learning Programme of the African Professionalisation Initiative from English to French
Client	African Professionalisation Initiative and Pan African Federation of Accountants
RFP Issue Date	6 March 2023
RFP Close Date	27 March 2023
Service Commencement Date	17 April 2023
Duration of Service	Three (3) months
Proposal Form – Technical and Financial	Link https://www.surveymonkey.com/r/3RFF7WM
Inquiries	development@pafa.org.za

Clarification and Amendment of Instructions to Translators

The [Request for Proposals](#) (RFP) issued on 6 March 2023 provides for the African Professionalisation Initiative (API) and Pan African Federation of Accountants (PAFA) to clarify and amend the Instructions to Translators at any time prior to the submission deadline and to issue a notice via email titled Clarification and Amendment of Instructions to Translators. The contact person shown on any Proposal received prior to the date of such change will be informed of the change by email. It is the Translators' responsibility to update their submissions.

Objective

The objective of the project is to translate the Accelerated Learning Programme (ALP) of the API from English to French as per the RFP.

Scope of Service

The RFP states that the translation of the API ALP should be of a generic nature and relevant to French-speaking countries in Africa. It also explains that the API ALP consists of learning content and practice and final assessments with related feedback responses where relevant — approximately 1,092,635 words.

Budget

The RFP indicates that the budget for the service is ZAR 200,000, inclusive of all fees, travel and other expenses, and taxes.

The purpose of this notice is to clarify that the budget is at the low end of the range and that interested translators should submit financial proposals irrespective of the stated budget for the services. Due to the size of the translation and the benefits to be derived from using translation memory software, interested translators are encouraged to consider a project fee, inclusive of all expenses and taxes, rather than a fee based on price per word when developing the financial proposal.

Proposal Submission Date

The submission date remains **27 March 2023**.