Request for proposals | Translation services

We are Health Care Without Harm Europe. We exist to create a sustainable healthcare sector. One that does no harm to patients or our planet. One that acts as a catalyst, inspiring action right across society to protect human health and the environment. One that drives change in communities, so people can live more healthily on a healthier planet.

Health Care Without Harm (HCWH) Europe is a network of thousands of hospitals, healthcare leaders and healthcare professionals, with members across Europe and partners across the globe. From individuals championing sustainability in their workplaces to large hospitals pushing for sustainable practices, we stand side-by-side, sharing insights, inspiration, and innovation – and transforming how our healthcare systems work.

Contract overview

HCWH Europe is seeking a fixed price proposal to translate a total of 29 documents (EN) into several European languages: French, Dutch, Spanish, Italian, and German. There will be 56 deliverables in total - a full list is available in the annex below. If available, please also include an optional fixed price proposal to typeset all deliverables in projects 1, 2, and 4. (InDesign files will be provided).

<table>
<thead>
<tr>
<th>Contract duration</th>
<th>March/April 2022 - December 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working language</td>
<td>English</td>
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<tr>
<td>Deadline for proposals</td>
<td>17:00 CET, 31 March 2022</td>
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Overview of projects

Project 1 - Greening the Healthcare Sector

With support from the Brussels Commission Communautaire Commune, we are working with five hospitals in the Brussels region. This project has two objectives:

1. To increase the awareness, knowledge and skills of healthcare workers on how to mitigate the climate and environmental footprint of healthcare
2. To increase the capacity, knowledge, and information across Brussels hospitals to implement actions to reduce the environmental and climate footprint of their facilities and operations.
Project 2 - Towards plastic-free healthcare in Europe 2.0

HCWH Europe will support hospitals across Europe to reduce unnecessary plastics. We will inspire and educate healthcare professionals to engage with their communities about plastic risks and reduction opportunities. The project will comprise three main components:

• We will research the nature and type of plastic products used in healthcare, improving the sector-level understanding and awareness of the issue and finding opportunities for reduction through plastic waste audits, while also expanding on the findings of the waste audits conducted in the first phase by comparing results.

• We will deliver a circular healthcare training programme to educate healthcare procurers, sustainability managers, and medical professionals on plastic reduction strategies and practices. We will also provide guidance and materials for healthcare professionals to raise awareness within their communities on the risks associated with plastic use and on reduction practices.

• We will scale up action for plastic reduction by designing a Europe-wide communication campaign on priority plastic products identified during the first phase of the project, and on solutions for reduction and/or substitution, as well as by continuing engagement in the Healthcare Market Transformation Network.

Project 3 - Nurses Climate Challenge Europe

The Nurses Climate Challenge Europe is a Europe-wide campaign aiming to leverage the unique and trusted voice of nurses to motivate the healthcare sector to take climate action. Nurses who join the campaign receive access to comprehensive and easy-to-use resources that make educating their colleagues on climate and health simple. HCWH Europe is translating these resources into several European languages to improve accessibility.

Project 4 - Healthcare Market Transformation Network

In order to increase demand for food produced with responsible antimicrobial use practices, HCWH Europe established a working group of healthcare procurers as part of our Healthcare Market Transformation Network to exchange best practices and develop a set of standard procurement criteria on antimicrobial use in food served in European healthcare facilities based on the EU’s Green Public Procurement criteria.
Contractor requirements

The successful bidder will have proven experience in:

- Using English as a working language.
- Working with small, non-profit organisations – especially in the fields of sustainability and/or healthcare.
- Translating technical materials in English, French, Dutch, Italian, German, and Spanish (ideally with experience in the areas of climate change, energy, and/or healthcare).
- Working with Microsoft Word.
- [Optional] Experience typesetting documents using InDesign

Contract specification

Specific details on each document to be translated can be found in Annex 1, including the number of pages and words for each document, the original languages of the documents, and the required languages of translation. Exact number of pages and word counts have been provided where possible, otherwise estimates have been provided and marked as such.

All documents for translating will be provided by HCWH Europe in a PPTX, PDF, Microsoft Excel, or Microsoft Word format. For typesetting, the InDesign packages will be provided.

The documents will be provided in three stages, as follows:

Project 1

Start of contract | EN > FR, NL

- Global Road Map for Health Care Decarbonization and Belgium factsheet
- Healthcare decarbonisation toolkit: Experiences from the Mediterranean region
- Measuring and reducing plastics in the healthcare sector
- Sustainable food contact materials in the European healthcare sector

May 2022 | EN > FR, NL

1. Six PowerPoint presentations, training modules on:
   a. Environmental and health impacts of plastic
   b. Overview of the plastics in healthcare
   c. Plastic reduction strategies
   d. Sustainable procurement
   e. Carbon emissions
   f. Food procurement and food waste
Project 2
May 2022 | EN > ES
1. Translating four of the above mentioned PowerPoint presentations \( (a, b, c, d) \) into an additional language

Project 3
Start of contract | EN > FR, ES
1. Translating several resources and text on the NCC website into French and Spanish - (exact deliverables may vary depending on final cost)

Project 4
April/May 2022 | EN > DE, IT
1. Translation of the document *Sustainable procurement criteria on antimicrobial use in food production* into two additional languages

The successful bidder will translate each document as stipulated in Annex 1, and provide at least one round of review and revisions. There will be at least one additional round of review for typesetting.

The successful bidder will provide return translations to HCWH Europe in Microsoft Word format. For any typesetting services, the final deliverables will be returned to HCWH Europe as PDFs along with the relevant InDesign packages.

Submitting proposals

Questions should be sent to europe@hcwh.org. Proposals should be emailed to europe@hcwh.org by 17:00 (CET) on 25 March 2022. Proposals should include itemised quotes for each project.

Your proposal should contain:
- A suggested timeline of activities.
- A full breakdown of all costs including VAT.
- A list of personnel working on this project.
- Recent examples of similar work, preferably within sustainability or health setting and showing experience with non-profit organisations.

Selection criteria

Proposals will be selected on the bases of value for money, previous relevant experience, and alignment with HCWH Europe’s core mission and vision
## Annex 1

<table>
<thead>
<tr>
<th>Project</th>
<th>Document name</th>
<th># docs</th>
<th># pages</th>
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*Estimated