

T R A N S L A T I O N

I-134/24

**Ministry of Foreign Affairs**  
**Government of Chile**

TERMS AND CONDITIONS OF THE ANNUAL  
CALL TO BID FOR PROJECTS SPONSORED  
BY THE DIVISION OF CULTURES, ARTS,  
HERITAGE AND PUBLIC DIPLOMACY,  
SUPPORTING THE PROGRAMME TO  
FINANCE TRANSLATIONS BY FOREIGN  
PUBLISHERS, 2025.

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EXEMPT RESOLUTION No.1700 .....

SANTIAGO, 08-08.2024 .....

**HAVING REGARD TO:**

The provisions set forth in Decree with Force of Law No. 1/19,653, of 2000, enacted by the Ministry of the General Secretariat of the Presidency, which sets out the consolidated, coordinated and systematized text of Act No. 18,575, regarding the Constitutional Organic General Terms and Conditions for the Administration of the State; Act No. 19,880, which sets out the Terms and Conditions of Administrative Procedures governing the Acts of the Administration Bodies of the State; Act No. 21,640, which sets out the Income and Expenses Budget for the public sector in 2024; Act No. 21,080, which modifies various legal bodies aimed at modernising the Ministry of Foreign Affairs;

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Supreme Decree No. 41, of 2020, which Approves the Regulations of the Under-Secretariat of Foreign Affairs, of the Ministry of Foreign Affairs; Resolutions No. 30, of 2015 and No. 7, of 2019 and 2023 respectively, issued by the Office of the Comptroller General of the Republic; and

**CONSIDERING:**

1. That, the Under-Secretariat of Foreign Affairs, through the Division of Cultures, Arts, Heritage and Public Diplomacy (DIRAC), in strict compliance with its mandate to disseminate, promote and strengthen artistic-cultural activities of international scope, carries out its actions in accordance with the strategic objectives and priorities set out by the foreign policy of the State of Chile.

2. That, within this context, the annual call for "DIRAC's Call for Bids" is carried out, whereby this Under-Secretariat of State will co-finance projects presented by foreign publishers seeking the translation of Chilean literary works, that have been previously published in Spanish, and qualify as novels, short stories, poetry, essays, graphic narrative, dramaturgy, children and youth literature, as well as memory writings (epistolary writings, chronicles, autobiographies, biographies). The main purpose of this initiative is to promote the visibility of national artistic creations abroad and to encourage the opening of spaces for dialogue and cultural exchange.

3. That the promotion of Chilean literature at an international level is an effective means to promote the Chilean culture and the consolidation of Chile's presence in the global

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literary sphere, thus contributing to the enrichment of the nation's cultural heritage and the dissemination of its artistic diversity.

4. That, for the purposes of regulating the transfer of public resources assigned to finance the projects selected from the "DIRAC's Call for Bids," there is a need to create a procedure governed by the relevant Terms and Conditions, which are approved by this act, thus constituting the framework to regulate the Call for Bids that is made for the application of the respective projects.

5. That, consequently, there is a need to issue the administrative act of this Secretariat of State approving the Terms and Conditions mentioned above, under the provisions set forth in Article 3 of Act No. 19,880.

**I DO HEREBY RESOLVE AS FOLLOWS:**

**ARTICLE ONE:** The following Terms and Conditions of the Annual call to Bid for Projects sponsored by the Division of Cultures, Arts, Heritage and Public Diplomacy, supporting the programme to finance translations by foreign publishers, 2025, including its relevant annexes, are hereby **APPROVED**.

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The purpose of these Terms and Conditions is to establish the conditions of the **Translation Support Programme for Foreign Publishers 2025**.

The Under-Secretariat of Foreign Affairs-, through its **Division of Cultures, Arts, Heritage, and Public Diplomacy** (hereinafter DIRAC), has the role of disseminating, promoting, and enhancing artistic-cultural activities abroad. These

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activities are delivered in line with strategic objectives and priorities set forth for the Chilean Foreign Policy.

#### **GENERAL OBJECTIVE**

Promote the translation of literary works, whether classical or contemporary, including related to reflective and creative thought, of cultural relevance, thus facilitating access and appreciation by a global public to the country's richness and diversity of literary production and intellectual heritage.

#### **SPECIFIC OBJECTIVES**

- Strengthen Chile's presence abroad, through cultural projects and initiatives consistent with the principles, priorities and interests of Chile's foreign policy and with the objectives established by DIRAC.
- Contribute to the inclusion and progressive knowledge of the various artistic manifestations of our country within the international cultural community.

The guidelines that make up the Specific Objectives set forth are referenced in Annex 1 "Specific Objectives", a document that forms an integral part of these terms and conditions.

### **1. INFORMATION RELATED TO THE CALL FOR BIDS**

#### **1.1 Description of the Call for Bids**

The purpose of this Call for Bids is to finance, whether totally or partially, projects proposed by Foreign Publishers that seek to translate and print Chilean literature works,

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whether classical or contemporaneous, fiction or non-fiction in the following genres: novel, short story, poetry, essay, graphic narrative, dramaturgy, children and youth literature, and memory writings (epistolary writing, chronicles, autobiographies, biographies). Such works may be published in printed and/or digital formats. Applications seeking to publish the translated work under the modality of "print on demand" will not be considered.

The process for this Call for Bids consists of the following stages:

- Registration in the Platform
- Application
- Admissibility
- Evaluation
- Final Selection
- Signature of the Letter of Commitment

**1.2 SUBMISSION TO THE CALL FOR BIDS, ACCEPTANCE OF THE TERMS AND CONDITIONS AND STATEMENT OF TRANSPARENCY**

By the sole submission to this Call for Bids it is hereby understood, for all legal purposes, that the applicant is fully aware of and accepts the full content of the terms and conditions of this Call for Bids.

Applicants are bound to strictly comply with the legal and regulatory regulations in force in Chile, specifically as applicable to this call and the carrying out of related activities. Likewise, they must faithfully adhere to what is established in these Term, accepting and respecting the results

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derived from the Call for Bids.

At the time of submitting their applications, responsible individuals declare under oath that all the information provided is true, accurate and reliable, thus confirming the authenticity thereof. DIRAC expressly reserves the right to verify said information. Should any details provided be found to contain false or inaccurate statements, the application will be declared inadmissible and will be excluded from the process.

### 1.3 CALL FOR BIDS DATES

<b>Application process launch.</b>	From <b>06 August 2024</b> , with the publication of the resolution approving these Terms in DIRAC's website on <a href="http://www.dirac.gob.cl">www.dirac.gob.cl</a>
<b>Opening of the Q&amp;A period.</b>	From <b>06 August 2024</b> , with the publication of the resolution approving these Terms in DIRAC's website on <a href="http://www.dirac.gob.cl">www.dirac.gob.cl</a>
<b>Closure of the Q&amp;A period.</b>	At 6pm. on <b>27 September 2024</b> , Chilean Continental Time Zone.
<b>Closure of the application period.</b>	At 11.59pm. on <b>27 September 2024</b> , Chilean Continental Time Zone. No applications or documents submitted outside of the prescribed period will be accepted.

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<b>Period to clarify, rectify or submission of pending documents.</b>	The applicants will have <b>3 business days</b> to reply after questions have been raised.
<b>Publication of admissible applications</b>	<b>28 October 2024.</b>
<b>Opening of the evaluation period by jury</b>	<b>28 October 2024.</b>
<b>Closure of the evaluation period by jury</b>	<b>06 December 2024.</b>
<b>Announcement of winners of Dirac's 2025 Call for Bids</b>	<b>23 December 2024.</b>

The deadlines set forth in the preceding dates may be modified due to public or service needs, which situation will be communicated on the website [www.dirac.goc.cl](http://www.dirac.goc.cl), without the need to carry out any further administrative acts.

#### **1.4 TIME AVAILABLE TO IMPLEMENT THE PROJECTS**

The projects submitted to this Call for Bids must be implemented exclusively between **01 January and 31 January 2025.**

## **2. ABOUT THE APPLICANTS**

### **2.1 ADMISSIBLE APPLICANTS**

Only **foreign publishers** from countries with which Chile has diplomatic or consular relations may apply, as long as they are legally incorporated.

### **2.2 PUBLISHERS WHO ARE UNDER PROHIBITION TO SUBMIT APPLICATIONS**

- Publishers who are beneficiaries of previous versions of the call for bids, who have not complied with all

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their commitments required under the framework of the respective calls, e.g.: fulfilling the project execution deadlines or complying with the timely delivery of information to the diplomatic mission or corresponding consular representation.

- Publishers who are beneficiaries of previous versions of the call for bids, who maintain a non-compliance with the commitments and obligations regarding the execution of a project, unless the non-compliance derives from an Act of God or force majeure event, qualified as such by the Technical Counterpart.
- Publishers who, upon request for breach of commitments, have not yet returned the funds.

### 3. ABOUT THE APPLICATION PROCESS

#### 3.1 PROJECT APPLICATION PERIOD

- **Start Date:** As from the date of publication of the resolution approving these Terms and Conditions on the webpage of the Division of Culture, Arts, Heritage, and Public Diplomacy on [www.dirac.gob.cl](http://www.dirac.gob.cl).
- **Closing Date:** For the applications, on 27 September 2024 (Chile Continental time).

**The Publisher is recommended to attach all the documents required for the application within a period of 48 hours before the closing of the Call for Bids, to avoid saturation of the platform.**

**NO APPLICATIONS OR ATTACHED DOCUMENTATION WILL BE RECEIVED OUTSIDE OF THE DEADLINE STATED ABOVE.**

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**ONCE THE PROJECT HAS BEEN SUBMITTED, IT MAY NOT BE EDITED OR DELETED.**

### **3.2 QUESTIONS AND ANSWERS PERIOD**

There will be a period to ask questions and receive answers regarding any doubts that applicants may have regarding the application process as set forth in paragraph 1.3. of these Terms and Conditions. Publishers must send their questions to the institutional e-mail address available for this purpose:

[programadetraduccion@minrel.gob.cl](mailto:programadetraduccion@minrel.gob.cl).

Questions received through other means of contact or related to the content of the project, will not be answered.

### **3.3 PROJECT MANAGER**

At all times, the person in charge of the project will be understood to be the person appointed by the Publisher to act as the counterpart of the Programme Officer before the Under-Secretariat of Foreign Affairs and the diplomatic or consular representation.

### **3.4 APPLICATION**

Applications must be submitted only through the Application Form of the Translation Support Programme for Foreign Publishers available on DIRAC's webpage:

[www.dirac.gob.cl](http://www.dirac.gob.cl).

Application Process:

1. The Project Manager must complete the fields requested in the Application Form of the Translation Support Programme for Foreign Publishers.
2. Attach the compulsory documentation set forth in these Terms and Conditions.

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3. Make sure to finalise the application by pressing the "Finalizar" button in the application form.

**3.5 MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION OF THE TRANSLATION SUPPORT PROGRAMME FOR FOREIGN PUBLISHERS**

The **Mandatory Documents** to be attached along with the Application Form mentioned above as a requirement of admissibility for the project, are as follows:

<b>MANDATORY DOCUMENTS REQUIRED FOR THE TRANSLATION PROGRAMME</b>	<b>CHARACTERISTICS</b>
1. <b>Single Application Form (Form in Annex No. 2)</b>	This document must be completed and signed by the Publisher and then uploaded to the platform on: Application Form for the Translation Programme for Foreign Publishers. Annex 2 of these Terms and Conditions provides the format of this document.
2. <b>Signed affidavit of inabilities (Form in Annex No. 3).</b>	This document must be in the form provided in Annex No. 3, which is an integral part of these Terms and Conditions. It must be duly signed by the Project Manager, and the expiration date for such document may not be beyond thirty days counted from the day the application is submitted.
3. <b>Publisher's Letter of Commitment stating that the</b>	This document must be signed by Publisher's Project Manager, who

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<b>work will be published (Form in Annex No. 4).</b>	must attach a copy of his/her identity document.
<b>4. Documents proving the Publisher's legal status.</b>	This document seeks to ensure the feasibility of carrying out the project through a Publisher legally established in the relevant country. The corresponding translation into Spanish must be attached, should these documents be in another language.
<b>5. A document proving that the Publisher has received the authorisation, license, or assignment of copyrights to publish the work.</b>	This document may be issued in the Spanish or English language. If issued in another language, it must be accompanied by a summary translation, including the general terms in the document.
<b>6. A digital copy of the book proposed for translation.</b>	When the proposal related to an anthology, the selection of texts must be attached, with information proving that it is published material e.g., date of publication, relevant ISBNs, etc.
<b>7. A quote stating the costs of translation and impression, when relevant.</b>	All costs of translation and impression must contain as much details as possible, including the corresponding conversion to United States dollars, if they have been prepared using another currency.
<b>8. Samples of the most recent Publisher's paper or digital</b>	A text (maximum 1 page) must be attached, with background

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<b>catalogues.</b>	information that reflects the history and profile of the publisher. This document must include a link to access the catalogue electronically. Links to temporary access portals or requiring specific accounts or users for access will not be accepted.
<b>9. A copy of the contract signed by the Publisher with the translator.</b>	This document must detail the conditions and service costs; these costs must be expressed in United States dollars, including the relevant conversion. If they are in another language, a translation into Spanish must be attached.
<b>10. Translator's CV.</b>	To be prepared or translated into Spanish, this document must give an account of his/he experience and career, including details of works recently translated.
<b>11. A summary of the author (writers and illustrator, in the case of illustrated books or graphic novel)</b>	If in another language, a translation into Spanish must be attached.
<b>12. Proposed outreach and distribution strategy.</b>	This strategy must provide details of the target audience, relevant actions, and outreach mechanisms. Outreach actions including solely digital platforms will not be construed as distribution.

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### 3.6 CHARACTERISTICS OF THE ATTACHED FILES

(a) Attachments must be submitted in one of the following formats: Word, PDF, Excel, JPG, MP4, MP3, AVI, FLV.

(b) No attachment should exceed 700MB for each single document.

(c) Each file must be attached without a password and without additional compression of the original format.

If the attached files are uploaded in the application form but do not meet the requirements mentioned above, they will be considered as not submitted, thus declaring the project as inadmissible.

### 3.7 FUNDING: TRANSLATION SUPPORT PROGRAMME FOR FOREIGN PUBLISHERS

<b>Translation Support Programme for Foreign Publishers</b>	
<b>Areas and activities to receive funding</b>	Translation and impression of previously published literary works, which can be fiction or non-fiction, in the following genres: novel, short story, poetry, essay, graphic narrative, dramaturgy, children and youth literature, and memories (epistolary writing, chronicles, autobiographies, biographies) in printed and/or digital format.
<b>Maximum amount of partial funding</b>	Up to <b>US\$5,000</b> (five thousand dollars of the United States of America) per project.

### 3.8 FUNDED EXPENSES

Only Operating Expenses will be funded, i.e., the costs covering the expenses allocated to pay for the translation and impression of the respective work.

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### **3.8.1 Funding Specifics and Summary**

- (a) The works to be translated must be written by Chilean authors and have been previously published. The translation of unpublished or self-published material will not be funded.
- (b) In the case of illustrated books and graphic narrative, applications will be accepted in which a Chilean illustrator and a foreign writer, or vice versa, share the copyright.
- (c) The translator must be a native speaker, with a proven career.
- (d) Submissions requesting subsidies for a saga will be allowed; in that case, the submission will be understood as a single application, as long as it does not exceed the maximum amount of the subsidy.
- (e) Project expenses that have been made prior to the application will not be paid or reimbursed.
- (f) Projects must be accompanied by a plan for outreach activities and distribution of the book after it has been published.
- (g) All information related to funding must attach the quotations, including all relevant taxes, when applicable, with the corresponding translation into the Spanish language, if applicable.

### **3.9 TRANSFERS TO PAY FOR EXPENSES ABROAD**

To meet the principle of efficiency and effectiveness in the use of public resources and the principle of business continuity of the public operation, the total amount allocated

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to the project will be transferred to the relevant diplomatic mission or consular office of Chile corresponding to the country where the successful Publisher is established. The latter will be responsible for the funds allocated and for preparing the corresponding accounts pursuant to the Operational Manual for the Financial Management of Chilean Missions Abroad.

### **3.10 PROCEDURE TO DELIVER THE RESOURCES TO THE PUBLISHER**

Before going into print, the publisher must send the digital files to the Chilean diplomatic mission or representation, in order to verify that the book contains the Programme logo and the following printed text: *Work published within the framework of the Translation Support Programme for Foreign Publishers of the Division of Cultures, Arts, Heritage and Public Diplomacy (DIRAC) of the Undersecretary of Foreign Affairs of Chile.* This text must be both in Spanish and in the language translated and located on the inside cover or back cover, as appropriate.

The diplomatic mission or consular representation of Chile corresponding to the country of the Publisher who was awarded the project, will deliver the resources upon receipt of 10 copies of the book and the copy of the translator's receipt and/or copy of payment receipts for printing services.

## **4. ADMISSIBILITY**

### **4.1 ADMISSIBILITY EVALUATION**

Once the application process is closed, the next step will be reviewing the details and documentation uploaded to the platform. This has the purpose of establishing admissibility,

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with proposals being classified in two types:

- (a) **Admissible:** Projects meeting all the requirements set forth herein, advancing to the next stage called "Evaluation and Selection".
- (b) **Inadmissible:** Projects will be considered as "Inadmissible", in the following cases:
  - (b.1) When the work to be translated has not been published in Spanish in its entirety and does not comply with the formalities set forth in these Terms and Conditions at the time of submitting the application.
  - (b.2) When all the mandatory documents have not been attached to the application or when they do not comply with the requirements of these Terms and Conditions.
  - (b.3) Titles that have been translated into the same language that is applied, in previous versions of this call, by the same Publisher.
  - (b.4) When the items requested to be funded are different from those allowed by DIRAC and set forth in these Terms and Conditions.
  - (b.5) When the project budget exceeds the maximum amount allowed for the Translation Support Programme for Foreign Publishers, amounting to USD\$5,000 (five thousand dollars of the United States of America) per project.
  - (b.6) When the project dates are not within the months set forth in these Terms and Conditions for its

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execution, i.e., between 01 January and 31 October 2025.

- (b.7) When the documents attached are not in Spanish or when their respective translations have not been attached.
  - (b.8) When the submitted project contemplates its translation and dissemination in Chile and not abroad.
  - (b.9) When implementation of the project is contemplated for a country where Chile does not have a diplomatic or concurrent mission or consular representation.
  - (b.10) Each Publisher is entitled to submit two projects in this this call, provided that the work belongs to two different authors. If the Publisher submits more than two projects, only the two first pieces of works will be accepted pursuant to chronological order.
  - (b.11) Publishers who are beneficiaries of previous versions of the call for bids, who maintain a non-compliance with the commitments and obligations regarding the execution of a project, unless the non-compliance derives from an Act of God or force majeure event, qualified as such by the Technical Counterpart.
  - (b.12) When the mandatory requirements set forth in these Terms and Conditions are not complied with.
- **Request for clarifications to the proposal submitted:** The Under-Secretariat, through DIRAC, may exercise the power

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(but is not obliged to do so) to request the applicant, during the process of reviewing the background information submitted with the proposals, to correct any mistakes and formal omissions detected at this stage, as long as the rectifications do not mean receiving a privileged treatment with respect to the other applicants, the principles of strict subjection to the Terms and Conditions and equality of the Bidders are not affected, nor do they imply a modification of the proposal submitted.

Likewise, the Under-Secretariat may exercise the power (but is not obliged to do so) to request the submission of certifications or background information that the applicants have failed to submit at the time of uploading the proposal, provided that said certifications or background information have been produced or obtained prior to deadline set forth to submit the proposal, or refer to situations that do not change between the expiration of the deadline to submit the proposal and the evaluation period thereof. The time for submitting such documentation is three (3) business days from date the request was made.

#### **4.2.1 Communication of the Admissibility Evaluation**

The official notification of the admissibility and inadmissibility of the projects will be made through the publication of the administrative act informing the results through the official webpage at [www.dirac.gob.cl](http://www.dirac.gob.cl).

#### **4.2.2 Appeal for Reconsideration against a Declaration of**

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### **Inadmissibility**

Publishers, after notification of the admissibility and inadmissibility results, should their project be declared inadmissible, may submit the appeals set forth in Act No.19,880 establishing the Terms and Conditions of Administrative Procedures governing the Acts by Bodies involved in the State's Administration.

#### **4.2.3 Form to Submit the Appeals**

- The Under-Secretariat of Foreign Affairs will be accountable for any mistakes made by the applicants when uploading their information through the used access to the platform.
- All appeals must be submitted in writing on [concursodirac@minrel.gob.cl](mailto:concursodirac@minrel.gob.cl) within the following 5 working days from notification thereof, containing the relevant arguments and clarifications, and requesting reconsideration of the decision.
- Under no circumstance whatsoever will the submission of these appeals imply that the documents considered mandatory and specific can be submitted after the application closing time, nor the correction of such documents that have not been correctly uploaded to the platform at the time of applying. Likewise, appeals seeking to rectify any information submitted with the application, and that have not met all the requirements requested in these Terms and Conditions, will be rejected. Appeals will be then analysed, and the result of this rejection will be communicated on the official webpage

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<http://www.dirac.gob.cl> through the publication of an administrative act by the Under-Secretariat of Foreign Affairs.

- In the event that the appeal for reconsideration submitted is accepted by the Under-Secretariat of Foreign Affairs, the project will be declared admissible and will pass to the next evaluation stage, along with the other projects submitted to the Call for Bids and pursuant to the dates set out in these Terms.

## **5. EVALUATION**

### **5.1 EVALUATION PROCESS**

The evaluation stage of projects previously declared admissible will be as follows:

- (a) Projects will be evaluated by an Evaluation Commission made up of 3 juries selected by DIRAC's Director:
  - \* The officer in charge of the area of Literature and Translation Support Programme in DIRAC.
  - \* An external jury who is an expert in literary works.
  - \* A third jury, who will be a diplomat and member of the Foreign Service in the Under-Secretariat of Foreign Affairs, and an expert in Foreign Affairs issues.
- (b) Each jury will prepare an Evaluation Form per project, based on the table of general evaluation criteria. They will assign a score to each of the four evaluation criteria, according to the evaluation qualification table, and will produce a single agreed

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decision stating the basis for the scores given as well as the missing aspects, or areas that could have been improved for the project to get a higher score. This evaluation will be carried out based on the background information submitted in the Digital Application Form and the attached Mandatory Documents.

- (c) The weighting of the scores assigned to each criterion will result in the score delivered by each jury. Should there be more than one application for the same piece of work and in the same language, only one of them will receive the grant.
- (d) Evaluation Cards will be used for the project evaluation and selection process. If required, once the Call for Bids is over, applicants may request the Single Evaluation Form, including the justification by the corresponding juries. Notwithstanding this, it should be noted that, once the resolution declaring the winners of this Call for Bids is published, the information related to the evaluation will be communicated to each applicant by e-mail.

**5.2 TABLE OF GENERAL EVALUATION CRITERIA**

CRITERION	RATING	DEFINITION	EVALUATION SUB-CRITERION	EXCELLENT	GOOD	SATISFACTORY	LESS THAN SATISFACTORY
QUALITY	30%	The work submitted by the applicant must reflect a high level of artistic and cultural excellence,	The chosen work has received different awards that ensure a high level of artistic and cultural excellence to represent the image of Chile abroad.	30	20	10	0

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		including different awards and a relevant background.	<p>The selected author has received prestigious national and/or international awards, either from critics or the public, that support his/her career.</p>	40	20	10	0
			<p>The Publisher has an outstanding career, and their catalogue includes Latin American authors and/or the selected proposed genre</p>	30	20	10	0
				<b>100</b>	<b>60</b>	<b>30</b>	<b>0</b>

<b>CONSISTENCY AND RELEVANCE</b>	30%	The work selected is relevant in its corresponding field of literature and is in line with the foreign policy principles, priorities, and interests and objectives set forth by DIRAC - referred to in Annex 1, "Specific Objectives".	The project is consistent with the foreign policy principles, priorities, and interests set forth in Annex 1 "Specific Objectives."	50	25	10	0
			The work is representative of the Chilean literature and intellectual production, valuing the career of the author and his/her work, their validity, their sociocultural influence, and their contribution to cultural milestones.	50	25	10	0
				<b>100</b>	<b>50</b>	<b>20</b>	<b>0</b>

<b>TRANSLATION</b>	20%	The project proposes that the work will be	The proposed translator has relevant experience	50	25	10	0
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		translated by suitable people, who have a considerable and verifiable training and background experience, which allows ensuring the quality of the resulting project.	in translating works from the Spanish language. <hr/> The proposed translator has relevant experience in the translation of works of the proposed literary genre from the Spanish language.	50	25	10	0
				<b>100</b>	<b>50</b>	<b>20</b>	<b>0</b>

<b>TARGET AUDIENCE</b>	<b>20%</b>	The language to be translated and the outreach plan proposed in the project provide the opportunity to disseminate the Chilean culture abroad to a considerable local audience.	The language proposed in the project ensures the dissemination of Chilean literary culture to a considerable number of people, in relation to the number of participants who are part of the target audience of previous publications. <hr/> The outreach and distribution plan proposed by the Publisher is aimed at achieving a relevant level of circulation of the work.	50	25	10	0
				50	25	10	0
				<b>100</b>	<b>50</b>	<b>20</b>	<b>0</b>

- (a) Each criterion will be broken down into different sub-criteria to which a total weighted score will be 100 points.
- (b) Subsequently, a final score will be obtained, according to the weightings of each criterion, which will represent the

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overall compliance percentage of the project.

- (c) In order for a project to be considered as shortlisted and its budget evaluated, it must obtain a minimum score of **85 points**.

The best scores will be ordered in a prioritised list according to the following scale:

### 5.3 TABLE OF EVALUATION RATINGS

SCORE	DESCRIPTION
1 - 39	Poor
40 - 64	Less than Satisfactory
65 - 84	Satisfactory
85 - 90	Good
91 - 95	Very Good
96 - 100	Excellent

Once the evaluation process is finished, the Evaluation Commission will draw up a "Final Evaluation Minute" that will include the individualisation of the projects submitted for consideration, according to their Evaluation Cards, the final scores assigned, and the prioritised list based on the final scores.

## 6. SELECTION

### 6.1 SELECTION COMMISSION

After the evaluation process carried out by the Evaluation Commission, a Selection Commission will be formed, composed of the Director of DIRAC and two DIRAC officers selected by the Director, who will be responsible for the following:

- (a) Carry out a review of the evaluations prepared by the juries for each project, ensuring that they comply with

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the requirements set forth in these Terms and Conditions, requesting their clarification and/or rectification, as appropriate.

- (b) The Selection Commission will assign funds to the shortlisted projects (those that obtained 85 points or higher), according to the budget available for the Translation Support Programme for Foreign Publishers, considering the prioritised list prepared by the Evaluation Commission, which is mentioned in the previous section.
- (c) Based on the agreement reached, the Selection Commission will draw up the "Final Selection Minute", which will include the individualisation of the projects submitted for consideration, clearly identifying the projects that are selected, and the amount awarded.
- (d) Once the evaluation process is finished, the corresponding administrative act (Exempt Resolution) will be issued, which will list the projects selected as winners of this Call for Bids and the amount allocated to fund each of them. This administrative act will be notified officially through a publication in DIRAC's official webpage. Without prejudice to the foregoing, all the information related to the results of the Call for Bids and the evaluation process will be provided to the applicants through the Call for Bid's Platform.

## **6.2 APPEALS FOR OBJECTING THE ANNOUNCEMENT OF WINNERS**

The results of the final selection will be notified through the publication of the resolution awarding this Call on

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the webpage [www.dirac.gob.cl](http://www.dirac.gob.cl).

Appeals against the declaration of winners by be submitted under **Act No.19,880** establishing the Terms and Conditions of Administrative Procedures governing the Acts by Bodies involved in the State's Administration **within the following 5 business days**, counted from the publication of the respective resolution.

#### **6.2.1 Process to Submit the Appeal for Reconsideration**

- (a) The Publisher must write an Appeal for Reconsideration (formal) addressed to the **Division of Culture, Arts, Heritage, and Public Diplomacy**, with its corresponding translation into Spanish.
- (b) The submission must contain the *de facto* and *de jure* arguments deemed relevant and the request for reconsideration of the decision.
- (c) The submission must be sent to the email made available for this purpose at [programatraduccion@minrel.gob.cl](mailto:programatraduccion@minrel.gob.cl).
- (e) Appeals for reconsideration will be resolved by the Under-Secretariat of Foreign Affairs through the issuance of the respective resolution accepting or rejecting them, which will be notified by means of a publication on the webpage [www.dirac.gob.cl](http://www.dirac.gob.cl), without prejudice to the fact that applicants are informed through the Call for Bids platform.

## **7. CONSIDERATIONS TO BEAR IN MIND IN CASE OF THE WINNING PROJECTS**

### **7.1 SELECTED PROJECTS**

Projects that win this Call for Bids will be subject to a

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monitoring and evaluation stage. This implies that, after publication, the diplomatic mission or consular representation are entitled to request information to the Publisher regarding:

- Outreach activities delivered: Launches, reading activities, etc.
- Press dossiers: Videos, images, press articles, etc.

Likewise, the Publisher must provide whatever is necessary to prove the completion of the project, along with all the financial documentation certifying the investment of the resources awarded, in their original format.

## **7.2 CERTIFICATION OF FULL IMPLEMENTATION OF THE PROJECT**

The Publisher receiving the grant must deliver the following documentation to the diplomatic mission or consular representation:

- (a) 10 printed copies of the edited work, which must include:
  - Title of the work and author in Spanish.
  - Name of the translator on the cover of the book, if the applicable legislation in the country in which it is published allows it.
  - Logo of the Programme, which must be requested from the diplomatic mission or consular representation.
  - The following printed text: "Work published within the framework of the Translation Support Programme for Foreign Publishers of the Division of Cultures, Arts, Heritage and Public Diplomacy (DIRAC) of the Under-Secretariat of Foreign Affairs of Chile", located on the inside cover or back cover, as applicable.
- (b) Delivery of a copy of the translator's receipt and/or copy

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of the payment receipts for printing services.

**Important:** The awarded funds will be transferred to a diplomatic mission or consular representation of Chile abroad, so it will be the responsibility of the aforementioned mission to carry out the respective accountability before the Finance and Budget Division of the Under-Secretariat of Foreign Affairs, in accordance with the provisions of Resolution No. 30 of 2015, of the Office of the Comptroller General of the Republic, which establishes procedural standards on accountability, and in the Operational Manual for the Financial Management of Chilean Missions Abroad, approved by Exempt Resolution No. 3,513, of 2019, of the Under-Secretariat of Foreign Affairs.

### **7.3 CONSEQUENCES IN CASE OF BREACH OF COMMITMENT**

In case of non-compliance with the execution commitments set forth in these Terms and Conditions, the Under-Secretariat of Foreign Affairs will be entitled to declare the inadmissibility of the projects submitted by certain Publishers in future calls, provided that the Terms of the relevant Call for Bids so state. This measure will be applied if, at the time of the award, the actions or omissions that caused non-compliance with the Bidding Terms and commitments to execute the project awarded have not been duly corrected. This provision will be applicable as long as said non-compliance is attributable to the respective Publisher and does not result from a situation of fortuitous event or force majeure.

The decision setting forth the application of the consequence contained in this clause will be notified in writing

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to the **Project Manager** through the corresponding administrative act, which will be sent to the e-mail reported in the application once it has been fully processed. He/she may challenge the same by submitting the appeals described in paragraph 6.2 of these Terms and Conditions, under the conditions set forth therein.

The Under-Secretariat of Foreign Affairs will not be responsible for the mistakes that the applicants may have made when informing the e-mail address of the Project Manager in the application and, consequently, for the non-receipt of this notification, nor if such notification is directed to the "SPAM" or similar inbox.

#### 8. ANNEXES

The following Annexes are an integral part of these Terms and Conditions:

- Annex 1 - "Specific Objectives"
- Annex 2 - "Single Application Form"
- Annex 3 - "Affidavit of Inabilities" (sic)
- Annex 4 - "Letter of Commitment"

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#### ANNEX 1: SPECIFIC OBJECTIVES

For the purposes of the Terms and Conditions of the Call for Bids herein, the contents found on the following webpages of the Ministry of Foreign Affairs will be understood as Specific Objectives:

1. <https://minrel.gob.cl/minrel/politica-exterior/principios->

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[de-la-politica-exterior-chilena](#)

2. <https://minrel.gob.cl/minrel/politica-exterior/prioridades-de-la-politica-exterior>

3. <https://www.dirac.gob.cl/noticias/arquitectura/division-de-las-artes-las-culturas-el-patrimonio-y-diplomacia-publica>

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## ANNEX 2: SINGLE APPLICATION FORM

### TRANSLATION SUPPORT PROGRAMME FOR FOREIGN PUBLISHERS

- This form must be completed digitally. Handwritten forms will not be accepted.
- The form and attached documents must include their corresponding translation into Spanish.
- All attached documents must be delivered through the "Application Form" available on [www.dirac.gob.cl](http://www.dirac.gob.cl) within the maximum deadline set forth in these Terms and Conditions and translated into Spanish.
- Non-submission of this instrument or submitting this form without the relevant mandatory documentation required for the application, or if such documentation does not provide the answers to the requirements contained in the application's Terms and Conditions, **will render the project inadmissible.**
- Documentation submitted will not be returned.

#### 1. Publisher's Details

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Business Name:	
Trade Name:	
Address:	
City:	
Country:	
Name of Incumbent or Legal Adviser:	
Telephone No.:	
E-mail	

**2. Details of the literary work proposed for translation**

Title:	
Author:	
Original Publisher:	
Year of Publication:	
Number of Pages:	
ISBN:	

**3. Details of the translation**

Proposed Language:	
Are there any other translations in the proposed language?	Yes []                      No []
<b>Should the previous answer be "Yes", please provide the following information</b>	

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Translator's Name:	
Publisher:	
Date of the first edition of such translation:	
Date of the last edition of such translation:	
Why are you requesting a new translation?	

**4. Details of the individual who suggested the translation**

State if it is a Chilean publisher, literary agent/scout, translator, writer, literary critic, professor/researcher, cultural journalist or other.	
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**5. Translator's Details**

Name:	
Address:	
City:	
Country:	
Nationality:	
Telephone No.:	
E-mail:	

- The translator's CV must be attached.

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**6. Reviewer's Details**

Name:	
Address:	
City:	
Country:	
Nationality:	
Telephone No.:	
E-mail:	

- The reviewer's CV must be attached.

**7. Details related to the publication of the literary work**

Technical information about the publication, e.g., type of cover, colours, flaps, cover finishing, type of paper, sizes, etc.:	
Proposed publication date:	
No. of copies proposed for printing:	
Distribution area:	

- The Communications Plan to promote the translated literary work must be attached.

**8. Explain the reasons and objectives supporting the cultural value of translating and publishing the literary work:**

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9. State the requested amount (in US\$)

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**Important:** Literary works published with the support of the Programme must have the following printed text, both in Spanish and in the translated language: "**Literary work published within the framework of the Translation Support Programme for Foreign Publishers of the Division of Cultures, Arts, Heritage, and Public Diplomacy (DIRAC) of the Chilean Under-Secretariat of Foreign Affairs**", on the inside cover or back cover, as appropriate.

Name of the Publisher or individual authorised by the Publisher:	
Date:	
Signature:	

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**ANNEX 3: AFFIDAVIT OF INABILITIES**

**TRANSLATION SUPPORT PROGRAMME FOR FOREIGN PUBLISHERS**

**2025**

By means of these presents, I \_\_\_\_\_,  
Passport No, : \_\_\_\_\_, in my capacity as Project Manager  
for the project entitled: \_\_\_\_\_  
Folio No. \_\_\_\_\_ state that the Publisher I represent if not  
affected by one or more of the following inabilities set forth

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in the Terms and Conditions herein:

- The Publisher, if beneficiary of previous versions of the Call for Bids, has not breached any of the commitments acquired within the framework of this Call, for example: failure to meet the execution deadlines; failure to provide timely information required by the relevant diplomatic mission or consular representation; and has not delivered the respective Final Project Management Report, within the terms set forth in the terms and conditions of previous calls for bids.
- The Publisher does not have a previous request for restitution of resources in force because of any breach of commitments.

*The Division of Cultures, Arts, Heritage, and Public Diplomacy of the Under-Secretariat of Foreign Affairs reserves the right to verify the information set forth in this statement. If the omission or falsity of any of the facts contained herein is proven, the project will be declared as inadmissible. Should this happen during execution of the project, the project will be stopped, and the Publisher will be requested to return the resources.*

Name:
Signature:
Date:

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**ANNEX 4: LETTER OF COMMITMENT OF THE PUBLISHER**

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The **Letter of Commitment of the Publisher** of this project is among the documents requested to make the application effective. The Letter is a document where people in charge of implementing the project undertake to carry out the activities and meet the objectives in the way and within the deadlines set forth in the application.

There are two formats: Group letter or Individual letters. In either case, the signed Letter(s) must be attached including the documents proving the corresponding identity.

#### **Individual Letter**

*Identity Card:*

**ARTICLE TWO:** BE IT SET ON RECORD that the expenses that accrue for the year 2025 due to this Call will be subject to the availability of funds set forth the year's budget.

**ARTICLE THREE:** BE these Terms and Conditions PUBLISHED on the website of the Division of Cultures, Arts, Heritage and Public Diplomacy on [www.dirac.gob.cl](http://www.dirac.gob.cl), and on the Transparent Government website of the Ministry of Foreign Affairs, in section "Actos con efectos sobre terceros", aimed to comply with the provisions of Article 7, letter (g) of the Public Service Transparency Law, passed by Article 1 of Act No. 20,285, on Access to Public Information; Article No. 51 of its Regulations, and in Exempt Resolution No. 500, of 2023, of the Transparency Board.

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**BE IT REGISTERED, COMMUNICATED AND FILED.**

GLORIA DE LA FUENTE GONZÁLEZ

UNDER-SECRETARY OF FOREIGN AFFAIRS

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Translated by Pamela Gallardo V., Res. N° 1,703 dated 28 July 2014.

DONE IN SANTIAGO, CHILE, on this 19<sup>th</sup> day of August 2024.

JUAN MAURICIO PIZARRO BECERRA

HEAD OF THE INFRASTRUCTURE AND LOGISTICS DIVISION (A)

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