



AFRICAN CONSTITUENCY BUREAU
FOR THE GLOBAL FUND

TERMS OF REFERENCE FOR INTERPRETATION SERVICES

Type of Services: Simultaneous Interpretation

Language: English to French AND French to English

Expected Dates and venue: October 25-26, 2021 Dakar, Senegal

November 1-2 2021, Nairobi, Kenya

Application Deadline: 20th October 2021 at 12.00 pm Addis time

BACKGROUND

Established by a resolution of African Health ministers in 2012, the African Constituencies Bureau for the Global Fund (ACB) was set up to be a platform for facilitating engagement, participation and consensus building among East and Southern Africa (ESA) and West and Central Africa (WCA) constituent countries in Global Fund policies and governance engagements. Also known as “The Bureau”, the organization is an operational hub and policy think tank of the WCA and ESA Global Fund constituencies and began its formal operations in March 2017. The purpose of the Bureau is to ensure effective engagement, representation and participation of the Africa constituencies in Global Fund processes as well as enhancing the capacity of the Africa constituencies to shape Global Fund policies and processes.

The Global Fund strategy committee (SC), audit and finance committee (AFC) and ethics and governance committee (EGC) meetings are taking place between Oct 4-8, 2021, where critical issues that span the strategy narrative, disease split, risk appetite, eligibility criteria, etc. are being discussed. Some of these represent critical decision points that impact on East and Southern Africa (ESA) and West and Central Africa (WCA) trajectories in their HIV, TB and malaria (HTM) fight. At the same time, the Global Fund is about to conclude a close to two-year journey on the development of the 2023-2028 strategy with the adoption of the strategy narrative up for adoption in the November 2021 board meeting.

These developments are further cast against an exciting time at the ACB where its board recently approved three critical strategic documents that include the ACB 2022-2025 Strategy and accompanying Business Plan, as well as the ACB 2022-2025 Advocacy Strategy that were developed through a consultative process involving critical ESA and WCA stakeholders.

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Both the Global Fund and the ACB strategies are critical as they provide a clear direction on key strategic priorities that ESA and WCA needs to align with and respond to in order to advance the common goal of ending the three epidemics. The next logical step with the adoption of the strategic documents will be to disseminate its salient features to both ESA and WCA stakeholders in order to ensure a common and shared understanding of the strategic directions set and promote buy-in. Dissemination is also critical as not all stakeholders were intimately involved in the development process. Further, dissemination will serve to identify areas of common interest where the two constituencies can leverage synergies and galvanize action while isolating areas where further clarity is required.

The ESA/WCA Pre-Board Consultative meeting

The ACB will use its convening mandate and platform to host two pre-board consultative meetings, one for WCA and the other for ESA stakeholders to do the following.

1. Deep reflections and consultations to identify and develop consensus on critical issues of interest for the Global Fund's 46th board meeting (November 2021) that include but not limited to the strategy narrative, risk, eligibility criteria, disease split, among others
2. Disseminate key features of the 2023-2028 Global Fund Strategy (based on proposed narrative)
3. Disseminate the ACB's 2022-2025 strategy and Advocacy Strategy
4. Discuss implications of the 2022-2025 ACB strategy(s) and the Global Fund 2023 strategy on WCA and ESA
5. The WCA pre-board meeting will be hosted in Dakar from 25th to 26th of October and the ESA pre-board meeting will be hosted in Nairobi from 1st to 2nd of November 2021.
6. **Applicants need to be in the same city in which the pre-board meeting will be hosted.**

TASKS TO BE PERFORMED

Interpreters will be required to offer instantaneous interpretation from English to French as well as French to English as required.

REPORTING

The interpreters will report to the Communication Specialist at the ACB.



REQUIRED EXPERIENCE AND SKILLS

Required Experience

- Relevant experience with a proven record of providing interpretation services from English to French and vice versa
- Minimum five (5) years of progressive interpretation work from English to French and vice versa with the government and/or international organizations such as the UN, INGOs and civil society

Required skills

1. Familiarity with technical terms and terminology particularly in global health;
2. Familiarity with the Global Fund's work around HIV, TB and malaria will be an asset
3. Experience providing similar services at official government/UN meetings
4. Ability to work under pressure and to meet strict deadlines
5. Demonstrated willingness to work as part of a team in a multi-cultural environment

Required Equipment

- Applicants must possess adequate and quality interpretation equipment

APPLICATION PROCEDURE

Individuals or firms meeting the above requirements are encouraged to share:

- An updated capability statement (for firms) or a CV (for individuals); and
- Financial proposal that indicates the all-inclusive fixed total contract price in USD, supported by a breakdown of costs where appropriate.

Email submissions should be addressed to "Finance and Administration Manager" and sent to awel.mezgebe@africabureau Cc anyobe@africanconstituency.org not later than 20th October 2021 at 12.00 pm Addis Time.

PAYMENT MODALITIES

The ACB will pay the successful service provider in accordance with the agreement to be made between the two parties.