



TERMS OF REFERENCE FOR TRANSLATION SERVICES

Required services: **Translation of ACB Policy Research Reports**

Language: English/French From English to French

Application Deadline: **2nd November 2021**

Timeframe: From November 5 to 31 December 2021

Total number of pages: Approximately 593 pages

Location: **The Consultant will work remotely in his/her country of residence**

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 begun 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 governance deliberation processes are largely in English, with interpretation provided during board meetings and on very rare occasions translation of documents. There is therefore an on-going priority to ensure francophone countries in WCA and ESA are supported with translation of documents.

ACB has undertaken a series of policy research reports to provide key input into strategic discussions that fed into the Global Fund’s 44th, 45th and 46th Board Meetings as well as the Partnership Forum. Data mining and analysis to gather evidence from the policy research topics is on-going and will continue to inform future policy discussions on Africa’s priorities. Where relevant and appropriate, the ACB used the evidence generated from the 12 policy research topics to complement findings from other sources and developed position and constituency statements that reinforced Africa’s narratives.

SCOPE OF WORK

Through this translation action, the ACB therefore seeks to enhance the contribution of francophone countries in Global Fund governance deliberations, and at various levels within the ACB's engagement platforms:

Key Deliverables under this Action

To optimize the participation of WCA and ESA countries these important meetings, the ACB needs translation services to translate the above-mentioned documents from English to French. This will ensure effective communication in both languages (English and French).

An approximate total of 593 pages are expected to be translated, broken down as follows:

The following reports

	Description	Required Translation (pages)
1	Report of policy research on delivery of HIV, TB and malaria services in regions affected by displacement, fragility, and instability	74
2	AGYW HIV-AIDS Policy Research	59
3	HMIS Final Report	74
4	Consultancy for procurement & supply chain management (PSM) and market shaping policy research	92
5	Final report_TB missing cases	79
6	Policy Research Report community systems strengthening	72
7	Malaria Policy Research Final Report	45
8	Key populations policy research	62
9	Summary report for climate change and environment policy research	36
	Total	593

TERMS AND CONDITIONS

- The duration of the contract is from November 5 - December 31, 2021 subject to satisfactory performance. The ACB reserves the right to cancel the contract, for consistently poor performance.
- During the entire period of the assignment, the translators and their team shall make themselves available for providing services to the ACB.

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- In providing services to the ACB, the translators and their team shall exhibit the highest professional standards and exercise due care, skill, and competence to ensure that the services provided is to the full satisfaction of the ACB.
- The translators shall render their services in a proper and timely manner.
- Any documents the translators and their team come into contact with during their work with the ACB shall be treated as confidential and cannot be shared with any third party without prior concurrence from the ACB.
- It is the responsibility of the translators and their team to remit to the appropriate tax authorities a withholding Tax and/or any other form of tax obligation from the total fees in accordance with the laws of their respective country.
- Turn-around time: This is a crucial aspect of the translation services. Global Fund processes happen within a very limited time within which the ACB is expected to analyze the issues and have documentation ready for African representatives before the meetings. Contractors are therefore expected to have a team of not less than three (3) individuals all on board when work is given.

REPORTING

The translators will report to the Communication Specialist at the ACB but will also be expected to liaise The ACB internal translator.

REQUIRED EXPERIENCE AND SKILLS

Required Education Qualifications

- Minimum of a University bachelor's degree in English/ French language and any other relevant field
- For the team leader, a master's degree in a relevant field will be an added advantage

Required Experience

- Relevant experience with a proven record of providing translation services from English to French and vice versa (letter of recommendations from relevant clients will be an asset)
- Minimum two (2) years of progressive translation 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. Sound understanding of technical terms and terminology particularly in global health;
2. Good knowledge of Global Fund structure / vocabulary will be an asset
3. Experience in translation of official government/UN meetings
4. Ability to work under pressure and to meet strict deadlines

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5. Ability to produce a high volume of quality content
6. Demonstrated willingness to work as part of a team in a multi-cultural environment

APPLICATION PROCEDURE

Individuals or firms meeting the above requirements, are encouraged to submit the following documents by email with the subject “Translation Services”:

- An updated capability statement (for firms) or an updated CV (for individuals) with details of referees for both; and
- Financial Proposal that indicates the price per page in US\$. Take note that a page will be
 - a. Font Type: Times New Roman
 - b. Font size: 12
 - c. Line Spacing: 1.15

CRITERIA FOR SELECTING THE BEST OFFER

Selection of the successful firm will be based on quality-cost considerations and proposals will be evaluated as follows:

- Technical Proposal:70%
- Financial proposal: 30%

Evaluation of technical proposal

	Evaluation Criteria	Score
	Knowledge of The Global Fund governance/ health vocabulary	50%
	Qualifications	20%
	Experience in translating	30%
	Total	100%

PAYMENT MODALITIES

The ACB will pay translators the full contract amount within five (5) working days after satisfactory completion of deliverables for each report.

Email submissions should be addressed to "Finance and Administrative Manager" and sent to awel.mezgebe@africabureau Cc anyobe@africanconstituency.org not later than 2nd November 2021 at 12.00 pm Addis Time.

Others

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- ACB will not provide software or laptop/computer;

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