



AFRICAN CONSTITUENCY BUREAU
FOR THE GLOBAL FUND

TERMS OF REFERENCE FOR INTERPRETATION SERVICES

Required services: Simultaneous interpretation

Language: English to French AND French to English

Meeting Dates and venue: Africa HIV/Aids Consultative and Mobilization Meeting on 11th -13th April 2022 at Crown Plaza Hotel Nairobi, Kenya.

Application Deadline: 7th April 2022

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.

Given that African countries are largely Anglophone and Francophone, meetings bringing countries together have presented the need to have parallel interpretation services from English to French and vice versa. This optimizes the participation of both blocks of countries.

Africa HIV/Aids Consultative and Mobilization Meeting

With the 2030 target of ending HIV and AIDS on the horizon, the Global Fund and UNAIDS have both launched ambitious strategies both of which have enormous implications for Africa – the most HIV/AIDS burdened continent. The new Global AIDS Strategy 2021 – 2026 (End Inequalities. End AIDS) is a bold new approach to use an inequalities lens to close the gaps that are preventing progress towards ending AIDS. The Strategy sets out evidence-based priority actions and bold targets to get every country and every community on-track to end AIDS as a public health by 2030. The new Global Fund Strategy 2023 – 2028 (Fighting Pandemics and Building a Healthier and More Equitable World) outlines ten areas that are different and will receive focused attention, including an intensified focus on prevention, a more systematic approach to supporting the development and integration of community systems for health, and much greater emphasis on data-driven decision-making. Given the burden of HIV, TB and malaria in Africa, the

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continent will need to proactively prepare to implement both strategies. This Africa-wide mobilization meeting therefore seeks to launch Africa's preparations towards developing ambitious plans to effectively implement the Global AIDS and Global Fund strategies. In order to advance the renewed fight against HIV/AIDS UNAIDS and the ACB will co-host and engage African stakeholders.

To optimize the importance of these meetings, the ACB needs interpretation services. This will ensure effective communication in both languages (English and French). Interpretation services will be needed for the Africa HIV/Aids Consultative and Mobilization Meeting in Nairobi – Kenya (April 11-13, 2022). The expected number of participants are likely to be 50.

SCOPE OF WORK

Qualified providers will provide the following services:

- Simultaneous interpretation services from English to French and vice versa during the three-days meeting; and
- Headphones and listening equipment.

REPORTING

The interpreters will report to the Advocacy and Communication lead 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 (letter of recommendations from relevant clients will be an asset)
- Minimum two (2) 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
- Possession of adequate and quality interpretation equipment

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. 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 share their offers by email mentioning in the subject line "Interpretation Services for Nairobi":

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

Email submissions should be addressed to "Finance and Administration Manager" and sent to awel.mezgebe@afribureau.org Cc falemayehu@afribureau.org not later than 7th April 2022.

PAYMENT MODALITIES

The ACB will pay the interpreters the full contract amount within five (5) working days after completion of the three-days meeting.

CRITERIA FOR SELECTING THE BEST OFFER

Selection of the successful firm/individual 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 on the global Fund governance	50%
	Qualifications	20%
	Experience in interpretation	30%
	Total	100%

APPLICATION PROCEDURE

Individuals or firms who meet the above requirements are encouraged to apply and share the following:

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

Submissions should be addressed to "Finance and Administration Manager" and sent to awel.mezgebe@afribureau.org Cc falemayehu@afribureau.org not later than 7th April 2022 at 12.00 pm Addis Ababa time.

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