



TERMS OF REFERENCE FOR INTERPRETATION SERVICES

Required services: Simultaneous interpretation

Language: English to French AND French to English

Meeting Dates and venue: Annual Consultative Meeting (ACM) in Addis Ababa will be on 27 - 29th April 2022

Application Deadline: 15th 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 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.

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.

The Annual Consultative Meeting (ACM) (Addis Ababa)

As the name suggests, the ACM is an annual event that brings together delegates from all the forty-seven (47) African countries from West and Central Africa (WCA) and East and Southern Africa (ESA) that are beneficiaries of Global Fund resources. The two-day meeting is an opportunity for African countries to show-case their best practices and learn from each other while at the same time identify policy opportunities and challenges and also delve into policy issues for input into Global Fund governance discussions at board and committee levels. Consensus over policy positions is the principal output in this two-day event. The meeting is there an opportunity for Africa to affirm its leadership role and develop strategies to influence key policies that impact on its capacity and ability to maximize the impact of Global fund resources. 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 ACM in Addis Ababa (April 27-29 2022). The expected number of participants are likely to be 65.

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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":

- 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@africabureau.org Cc falemayehu@africabureau.org not later than 15th 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 15th April 2022 at 12.00 pm Addis Ababa time.