



AFRICA CONSTITUENCY BUREAU FOR THE GLOBAL FUND

TERMS OF REFERENCE FOR INTERPRETATION SERVICE

Type of Services: Simultaneous Interpretation service and equipment

Language: English to French AND French to English

Expected Dates: 28-29 November 2022

Venue: Addis Ababa, Ethiopia

Application Deadline: November 17, 2022 at 12.00 pm Addis time

1. BACKGROUND INFORMATION

The African Constituencies Bureau (ACB) for the Global Fund was established by a resolution of African Health ministers in 2012. The ACB, also known as the Bureau, brings together the two African Constituencies West and Central Africa (WCA) and East and Southern Africa (ESA) represented at the Global Fund (GF) to fight HIV/AIDS, Tuberculosis and Malaria. The two constituencies represent 47 African countries that are recipients of GF support for HIV, TB and Malaria control. The Bureau facilitates collaboration across the two constituencies, facilitates effective engagement, representation and participation of the two constituencies in GF processes as well as enhancing their capacity to shape GF policies and processes. It also ensures that Africa's voice is enhanced to influence Global Health policy decisions.

In anticipation of the roll out of the new cycle of Global Fund grants (NFM4) and in recognition of the upcoming UN HLM on TB in 2023, the ACB will co-host a TB consultative meeting in Addis Ababa, Ethiopia with the African Union, the WHO Regional Office and the Stop TB Partnership, for 16 high burden TB countries in Africa.

2. OBJECTIVES

The consultative meeting aims to:

- Identify and explore the barriers and gaps in access to quality TB diagnosis, treatment, care, support and scaling up prevention efforts, including community, rights, and gender barriers to access, to establish key TB priorities for the next funding cycle for TB Response, including community and health system responses (NFM4)
- Identify ways of increasing domestic resources or other donors for TB response by

UNDP, Regional Service Center for Africa, DRC Street, Addis Ababa, Ethiopia

OFFICE: +251-115571649 | FAX: +251-115571641 | WEB: africabureau.org

FACEBOOK: [ACB4GF](https://www.facebook.com/ACB4GF) | TWITTER: [@acb4gf](https://twitter.com/acb4gf) | info@africanconstituency.org



AFRICA CONSTITUENCY BUREAU FOR THE GLOBAL FUND

reflecting on the existing TB financing landscape.

- Identify ways of ensuring effective, meaningful and systematic affected community engagement in CCMs, country dialogue, proposal development, implementation and community led monitoring to support NFM4
- Share best collaborative practices

3. SCOPE OF WORK

Qualified providers will provide the following services:

- Provide simultaneous interpretation services from English to French and vice versa during the two-day meeting; and
- Provide interpretation equipment's including headphones and listening equipment.

4. REQUIRED COMPETENCIES/EXPERIENCE/SKILLS

Required Experience

- Minimum of 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
- Possession of adequate and quality interpretation equipment

Required skills

- Familiarity with technical terms and terminology particularly in public health, with the Global Fund's work around HIV, TB and malaria will be an asset
- Demonstrated willingness to work as part of a team in a multi-cultural environment

5. 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, supported by a breakdown of costs where appropriate.

UNDP, Regional Service Center for Africa, DRC Street, Addis Ababa, Ethiopia

OFFICE: +251-115571649 | FAX: +251-115571641 | WEB: africabureau.org

FACEBOOK: [ACB4GF](https://www.facebook.com/ACB4GF) | TWITTER: [@acb4gf](https://twitter.com/acb4gf) | info@africanconstituency.org



AFRICA CONSTITUENCY BUREAU FOR THE GLOBAL FUND

6. 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
Experience in providing French/English and vice versa interpretation service in national/ international conferences	70%
Academic qualifications	10%
Knowledge of public health/Global Fund's work	20%
Total	100%

7. 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.

Email submissions should be addressed to "Finance and Administrative Manager" and sent to awel.mezgebe@africabureau.org Cc falemayehu@africabureau.org not later than November 17, 2022 at 12.00 pm Addis Time.