



## 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:** 18 – 20 January 2023

**Venue:** Dakar, Senegal

**Application Deadline:** December 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.

Resilient and sustainable systems for health, and integrated people-centred quality health services (IPCQS) are a key part of the new Global Fund's strategy 2023-2028. IPCQS is included as a mutually reinforcing contributory objective, making it a key element of the Global Fund's response to achieving HIV, TB and malaria outcomes.

RSSH has always been a key part of the Global Fund's support, and over the past 20 years, the Global Fund has spent \$9.4 billion on RSSH. During the 2020-2023 allocation period, there was a significant increase in investments. However, as recently highlighted by the TERG and the TRP, RSSH funding requests and subsequent investments face many challenges. For instance, the TRP highlights that RSSH funding requests are still largely disease-focused, short-term and gap-filling in nature and note that much more needs to be done to support health systems in more

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sustainable manner. In addition, the RSSH grants' absorption is much lower than the absorption of the other grants. An often-deplored aspect of the RSSH (and sometimes HTM grants) is the difficulty in setting up appropriate mechanisms for accountability.

### Preparing for the 2023-2025 Allocation Period

A number of trainings are being held by technical partners, including UNAIDS, Roll Back Malaria and the Stop TB Partnership, in preparation for the new round of funding requests. These meetings will be held with representatives of the CCMs, Ministries of Health, technical partners and the consultants who support countries in writing the funding requests. They provide an opportunity to update participants on new strategic directions and approaches that can be supported by the Global Fund, as well as update participants on new Global Fund access to funding forms and processes. While RSSH issues are often lightly discussed, there is often not enough time to do a deep dive into the main RSSH issues, and participants often do not include the relevant RSSH actors and consultants. Therefore, this concept note outlines a set of meetings that constitute an important additional platform for discussion.

## 2. SCOPE OF WORK

Qualified providers will provide the following services:

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

## 3. 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

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- Demonstrated willingness to work as part of a team in a multi-cultural environment

#### 4. REQUIRED MATERIAL

- One cabin with 2 interpreters
- 70 Headsets/radio receivers
- 5 table microphones (podium included 5 seats)
- 3 handheld microphones

#### 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.

#### 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	50%
Academic qualifications	10%
Knowledge of public health/Global Fund's work	40%
Total	100%

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**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](mailto:awel.mezgebe@africabureau.org) Cc [cmuvunyi@africabureau.org](mailto:cmuvunyi@africabureau.org) not later than December 30, 2022 at 12.00 pm Addis Time.