



TERMS OF REFERENCE FOR INTERPRETATION SERVICES

Required services: Simultaneous interpretation.

Language: English to French AND French to English

Meeting Dates and venue: **Cluster-Based Learning Network (CBLN) 25th April 2023 and Annual Consultative Meeting (ACM) 26 -27th April 2023, Addis Ababa, Ethiopia**

Application Deadline: 3rd April 2023 at 12.00 pm EAT

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 African constituencies in Global Fund processes as well as to enhance the capacity of the African 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 forty-six (46) 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 showcase their best practices and learn from each other while at the same time identifying policy opportunities and challenges and also delving into policy issues for input into Global Fund governance discussions at board and committee levels. Consensus over policy positions is the principal output of 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 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 26-27 2023). The expected number of participants is likely to be 65.



Before the ACM, the ACB will also organize a Cluster-Based Learning Network (CBLN) meeting for WCA on April 25, 2023. The topics on the CBLN agenda include co-financing of the Global Fund Grants, financial risk management measures, and lessons learned during the application for Grant Cycle (GC) 7.

SCOPE OF WORK

Qualified providers will provide the following services:

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

REPORTING

The interpreters will report to the Communication Specialist of ACB.

REQUIRED EXPERIENCE AND SKILLS

Required Experience

- Relevant experience with a proven record of providing interpretation services from English to French and vice versa (letters of recommendation 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 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 multicultural environment

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:



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

Evaluation of Technical Proposal

Evaluation Criteria	Score
Familiarity with the Global Fund including commonly used technical terms	15%
Familiarity with Global Health including commonly used technical terms	25%
Qualifications – training, communications etc	20%
Experience in providing interpretation services in global health meetings	40%
Total	100%

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 the ACM”:

- 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 anyobe@afribureau.org no later than 3rd April 2023.