



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: The WCA meeting will be held in Dakar or Abidjan on September 25-26 2019 (Venue TBD) while the ACM will be held in Addis Ababa in October (two days during the week of 21-25) 2019.

Application Deadline: 15th September 2019

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.

Through this action, the ACB therefore seeks to enhance the contribution of both blocks during two (2) main activities:

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.

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The Cluster-Based Learning Networks (CBLNs) (Dakar or Abidjan¹)

Under CBLNs, both ESA and WCA are further sub-divided into two clusters. ESA has the East and Southern Africa clusters while WCA has West and Central Africa clusters. Each CBLN brings together 10-12 countries in its respective region that meet and interact regularly through face to face and virtual meetings and sharing information on the ACB intranet. The forums encourage horizontal learning and sharing leading to increased capacity to implement Global Fund supported programs. The CBLNs increase interaction and participation of African countries thereby contributing greatly to Result 1 of ACB Strategy; building a stronger, united and informed African voice, consensus generation as well as providing feedback loops to the respective countries. The forums therefore do not only strengthen Africa's capacity to participate and influence Global Fund policy and processes but also contributes to strengthening of the capacity of respective countries 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 CBLN meetings in Dakar (September 25-26) and at the ACM in Addis Ababa (week of October 21-25). The expected number of participants at these meetings are likely to be 50 and 65, respectively.

SCOPE OF WORK

Qualified providers will provide the following services:

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

REPORTING

The interpreters will report to the Communication Specialist 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

¹ The venue for this meeting has not yet been confirmed but will likely take place in Dakar, Saly or Abidjan.



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- 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, specifying which meeting they are interested in providing translation services i.e. WCA meeting, Addis Ababa meeting or WCA and Addis Ababa meetings. Kindly submit the following documents by email with the subject "Interpretation services in Addis Ababa" or "Interpretation Services in WCA" or "Interpretation Services for Addis Ababa and Dakar", depending on which meeting(s) you are interested in providing interpretation services for:

- 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 Administrative Manager" and sent to awel.mezgebe@africabureau Cc info@africanconstituency.org not later than 15th September 2019.

PAYMENT MODALITIES

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