



AFRICAN CONSTITUENCY BUREAU  
FOR THE GLOBAL FUND

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## **TERMS OF REFERENCE FOR TRANSLATION SERVICES**

**Type of Service:** Translation of ACB Documents

**Language:** From English to French and occasionally vice versa

**Timeframe:** Term is for one (1) year but is renewable subject to performance and availability of funds

**Total number of pages:** Approximately 300 to 400 pages

**Expected Dates:** February to December 31, 2019.

**Application Deadline:** 8<sup>th</sup> February, 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.

The Global Fund governance deliberation processes are largely in English, with interpretation provided during board meetings and on very rare occasions translation of documents. There is therefore an on-going priority to ensure francophone countries in WCA and ESA are supported with translation of documents. ACB-produced documents for meetings also need to be translated. With adequate and quality translation of documents, the participation of French speaking countries optimizes in global health discourses will be greatly optimized.

### **SCOPE OF WORK**

Through this translation action, the ACB therefore seeks to enhance the contribution of francophone countries in Global Fund governance deliberations, and at various levels within the ACB’s engagement platforms:

#### **Global Fund Board Meetings**

Global Fund Board meetings are the highest decision-making platforms taking place in May and November of each year. This is the centre stage at which African countries need to have their influence exhibited. At each of these meetings, the Global Fund Secretariat prepares on average fifteen (15) to twenty (20) agenda items each ranging on average between 15 to 20 pages in word or PPT format and are mostly, if not always, in English.

The ACB summarizes these in roughly 1.5 pages to include key discussion issues, implications for Africa and recommended position for African. In addition, the ACB also prepares the WCA and ESA’s Constituency Statement, a 3-4 paged document summarizing Africa’s stance on critical issues under discussion in each Global Fund board meeting.

The various positions are then translated into talking points for ESA and WCA representatives in the board meetings.

### *Global Fund Committee Meetings*

Global Fund has three committees; Strategy Committee (SC), Audit and Finance Committee (AFC) and the Ethics and Governance committee (EGC). These committees meet three (3) times each year in March, July and October each year. The deliberations of the committees is what often is the basis for board agendas, so it is critical that African countries optimize their participation in these meetings. Each Global Fund constituency is represented in at least two (2) committees and currently the two African constituencies are represented in the SC and the EGC.

At each of these meetings, the Global Fund Secretariat prepares on average ten (10) to fifteen (15) agenda items each ranging on average between 15 to 20 pages in word or PPT format and are mostly, if not always, in English.

The ACB summarizes these in roughly 1.5 pages to include key discussion issues, implications for Africa and recommended position for Africa. In addition, the ACB also prepares the WCA and ESA's Constituency Statement, a 3-4 paged document summarizing Africa's stance on critical issues under discussion in each Global Fund board meeting.

### *The Annual Consultative Meeting (ACM)*

As the name suggests, the ACM is an annual event that brings together delegates from all the forty-seven (47) African countries from WCA and 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 therefore 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.

During this meeting, the ACB produces a number of documents needing to be translated, viz:

- The agenda (roughly 2 pages)
- The concept note (roughly 10 pages)
- The Key Issues paper (roughly 10 pages)
- PowerPoint presentation (roughly 50-60 slides)
- Discussion tools (roughly 5 pages)
- Recaps for day 1 (1 page), recap for day 2 (1 page) and recaps for entire meeting (1 page)
- ACB Annual report (roughly 15-20 pages)
- Meeting report (roughly 20-25 pages)

### *The Cluster-Based Learning Networks (CBLNs)*

Another important platform for constituency engagement, sharing best practices, learning, and consensus building are the CBLNs. 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 policies and processes but also contributes to strengthening of the capacity of respective countries to maximize the impact of Global Fund resources. These meetings are also critical for constituency engagement by the various African representatives in the Global Fund board and committees.

In-person CBLN meetings occur twice a year in March and July in Dakar (WCA currently have a combined meeting), Johannesburg (for Southern Africa) and Addis Ababa (for East Africa). The third in-person cluster meetings happen on the back of the ACM in October in Addis Ababa, Ethiopia.

During these meetings, the ACB produces a number of documents needing to be translated, viz:

- The agenda (roughly 2 pages)
- The concept note (roughly 10 pages)
- The Key Issues paper (roughly 10 pages)
- PowerPoint presentation (roughly 50-60 slides)
- Discussion tools (roughly 5 pages)
- Recaps for day 1 (1 page), recap for day 2 (1 page) and recaps for entire meeting (1 page)
- Meeting report (roughly 10-15 pages)

**Key Deliverables under this Action**

To optimize the participation of WCA and ESA countries these important meetings, the ACB needs translation services to translate the above-mentioned documents from English to French. This will ensure effective communication in both languages (English and French).

The ACB therefore seeks to contract interpretation services of qualified and experienced interpreters for Dakar CBLN meetings (35 people) and Addis Ababa ACM meeting (65 people).

An approximate total of 350 to 400 pages are expected to be translated, broken down as follows:

*During Global Fund board meetings:*

	Description	Required Translation (pages)		
		May Board Meeting	November Board Meeting	Total
1	Summaries (18 papers x 1.5)	27	27	54
2	Constituency Statement	4	4	8
3	Talking Point	4	4	8
	<b>Total</b>	<b>35</b>	<b>35</b>	<b>70</b>

*During Global Fund committee meetings*

	Description	Required Translation (pages)			
		March Meeting	July Meeting	October Meeting	Total
1	Summaries (15 papers x 1.5)	22.5	22.5	22.5	67.5
2	Constituency Statement	4	4	4	8
	<b>Total</b>	<b>26.5</b>	<b>26.5</b>	<b>26.5</b>	<b>75.5</b>

### *During ACM meetings*

	Description	Estimated # of pages
1	The agenda	2
2	The concept note	10
3	The Key Issues paper	10
4	PowerPoint presentation	
5	Discussion tools	5
6	Recaps for day 1, day 2 and recaps for entire meeting	3
7	ACB Annual report	20
8	Meeting report	25
	<b>TOTAL</b>	<b>75</b>

### *During CBLN meetings*

	Description	March	June	September	# of pages
1	The agenda	2	2		4
2	The concept note	10	10	10	30
3	The Key Issues paper	10	10	10	30
4	PowerPoint presentation				
5	Discussion tools	5	5	5	15
6	Recaps for day 1, day 2 and recaps for entire meeting	3	3	1	7
7	Meeting report	15	15	15	45
	<b>TOTAL</b>				<b>131</b>

## **TERMS AND CONDITIONS**

- The duration of the contract is for one year and is renewable, subject to availability of resources and satisfactory performance. The ACB reserves the right to cancel the contract, for consistently poor performance.
- During the entire period of the assignment, the translators and their team shall make themselves available for providing services to the ACB.
- In providing services to the ACB, the translators and their team shall exhibit the highest professional standards and exercise due care, skill, and competence to ensure that the services provided is to the full satisfaction of the ACB.
- The translators shall render their services in a proper and timely manner.
- Any documents the translators and their team come into contact with during their work with the ACB shall be treated as confidential and cannot be share with any third party without prior concurrence from the ACB.
- It is the responsibility of the translators and their team to remit to the appropriate tax authorities a withholding Tax and/or any other form of tax obligation from the total fees in accordance with the laws of their respective country.
- Turn-around time: This is a crucial aspect of the translation services. Global Fund processes happen within a very limited time within which the ACB is expected to analyze the issues and have documentation ready for African representatives before the meetings.

contractors are therefore expected to have a team of not less than three (3) individuals all on board when work is given.

## **REPORTING**

The translators will report to the Communication Specialist at the ACB but will also be expected to liaise with the Policy Analyst.

## **REQUIRED EXPERIENCE AND SKILLS**

### *Required Education Qualifications*

- Minimum of a University bachelor's degree in English/ French language and any other relevant field
- For the team leader, a master's degree in a relevant field will be an added advantage

### *Required Experience*

- Relevant experience with a proven record of providing translation services from English to French and vice versa (letter of recommendations from relevant clients will be an asset)
- Minimum two (2) years of progressive translation work from English to French and vice versa with the government and/or international organizations such as the UN, INGOs and civil society

### *Required skills*

1. Sound understanding of technical terms and terminology particularly in global health;
2. Good knowledge of Global Fund structure / vocabulary will be an asset
3. Experience in interpretation of 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 submit the following documents by email with the subject "Translation Services":

- An updated capability statement (for firms) or an updated CV (for individuals) with details of referees for both; and
- Financial Proposal that indicates the price per page in US\$. Take note that a page will be
  - a. Font Type: Times New Roman
  - b. Font size: 12
  - c. Line Spacing: 1.15

## **PAYMENT MODALITIES**

The ACB will pay interpreters the full contract amount within five (5) working days after satisfactory completion of deliverables for each meeting, viz.

- March CBLN Meeting
- March Global Fund committee meetings
- May Global Fund Board meeting
- June CBLN meetings
- July Global Fund committee meetings
- September virtual CBLN meeting

- October Global Fund committee meeting
- October ACM meeting
- November Global Fund board meeting

Email submissions should be addressed to “The Communication Specialist” and sent to [info@africanconsituency.org](mailto:info@africanconsituency.org) not later than **8<sup>th</sup> February 2019**.