



AFRICAN CONSTITUENCY BUREAU
FOR THE GLOBAL FUND

TERMS OF REFERENCE FOR INTERPRETATION SERVICE West-Central Africa Constituency Meeting

Type of Services: Simultaneous Interpretation service and equipment

Language: English to French AND French to English

Expected Dates: 12-14 December

2023 Venue: Dakar, Senegal

Application Deadline: 5th December 2023, at 12.00 pm Addis time

1. BACKGROUND INFORMATION

The African Constituency 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, and enhances their capacity to shape GF policies and processes. It also ensures that Africa's voice is enhanced to influence Global Health policy decisions.

Given the context and the resource constraints, the ACB would like to focus the CBLN on exchanging experience among some Sahel countries, which are all under COE and additional Safeguard Policy and six of non-COE countries from the West and Central Africa constituencies under none of these policies.

The African Constituency Bureau is seeking the service of interpreters for its meeting in Dakar, Senegal, from 12-14 December 2023.

2. OBJECTIVES

Specifically, the 2023 WCA Meeting aim to discuss, strategically:

Africa Centres for Diseases Control and Prevention Headquarters
16/17 Nefas Silk Lafto, Addis Ababa, Ethiopia
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1. the sustainability of the Global Fund grants results, including domestic resources mobilization for health and government co-financing for the next cycle
2. Implementation of RSSH grants and activities, including the alignment of C19RM and Pandemic Preparedness Fund resources
3. Experience and lessons learned in :
 - o Preventing HTM and providing care for people living with or affected by the diseases in the region in COE and non-COE countries
 - o Addressing governance, coordination, and leadership issues in implementing and overseeing the Global Fund grants (including Country Coordinating Mechanisms)

3. 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 workshop; and
- Provide interpretation equipment including headphones and listening equipment for 45 pax max

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. 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
	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%

6. APPLICATION PROCEDURE

Individuals or firms who meet the above requirements are encouraged to apply and share the following:

- A technical proposal that includes 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 anyobe@africabureau.org not later than December 5, 2023, at 12.00 pm Addis Time.