



**African Forum
for Agricultural
Advisory Services**

Knowledge & Novelty
for Africa's Livelihoods

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TERMS OF REFERENCE

FRAMEWORK ARRANGEMENT FOR SIMULTANEOUS INTERPRETATION AND TRANSLATION SERVICES FOR AFAAS SECRETARIAT

Proc. Ref: AFAAS/IFAD-EU/SVCS/2020/0022

Activity: 5.4.2 of the Approved AWP&B 2020

Date: 26th October, 2020

1) GENERAL BACKGROUND

African Forum for Agricultural Advisory Services (AFAAS) is a Continental body that brings National Agricultural Extension and Advisory Services (AEAS) stakeholders under one umbrella. The AFAAS' goal is to enhance utilization of improved knowledge and innovations by agricultural value chain actors for improving productivity oriented towards their individual and national development objectives. AFAAS desires to ensure enhanced competency of AEAS providers to enable them better address the increasing needs and demands of various value chain actors. AFAAS 2018-2027 strategy focuses on three pillars namely: (i) strengthening and expanding network and knowledge management capacities. (ii) developing capacities for scaling out technologies and innovations (iii) facilitating advancement of AEAS.

The European Union (EU) launched a program on the Development of Smart Innovation through Research in Agriculture (DeSIRA) designed to link agricultural research and innovation with development initiatives using more effective mechanisms for boosting the transformation of innovation in agriculture and food systems in ways that are more resilient to climate change and responsive to development demands. The Comprehensive Africa Agriculture Development Programme EX Pillar 4 (CAADP-XP4) Project under the DeSIRA program is financed by the European Union and managed by the International Fund for Agricultural Development (IFAD) will be implemented for a period of four (4) years (2019-2023). The goal of the project is to contribute to the implementation of Agenda 2030. It will contribute to the progressive achievement of Sustainable Development Goal 2 (zero hunger) and to the action to combat climate change and its impacts (SDG 13). It promotes progress towards ending poverty (SDG 1), gender equality (SDG 5), decent work and economic growth (SDG 8), and responsible consumption and production (SDG 12). The project will additionally contribute to Agenda 2063 and the Malabo Declaration of the African Union (AU).

Specifically, the CAADP-XP4 project supports a science and innovation-led and climate-relevant agricultural transformation in Africa, and is implemented by a consortium of five African continental and sub-regional organizations for agricultural research and innovation, namely: the African Forum for Agricultural Advisory Services (AFAAS) the Association for Strengthening Agricultural Research in Eastern and Southern Africa (ASARECA), the Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA), the West and Central African Council for Agricultural Research and Development (CORAF) and the Forum for Agricultural Research in Africa (FARA). The project aims at strengthening the capacities of these organizations (AFAAS, ASARECA, CCARDESA, CORAF, and FARA) to deliver on their Agricultural Research for Development (AR4D) mandate and to collectively support African countries implement relevant programmes of the Comprehensive Africa Agriculture Development Programme (CAADP) through: inclusive regional and international partnerships;

production and exchange of climate relevant agricultural knowledge; effective communication, monitoring and evaluation; promotion of systemic and effective use of science, knowledge and innovation; and representation of the Sub Regional and National Organizations at Continental level. The expected outcome is improved effectiveness of African knowledge and innovation systems, demand-driven public policies on agricultural research and extension services, and enhanced knowledge sharing and technology development for climate change adaptation and mitigation of agriculture and food systems.

As a learning and knowledge organization, AFAAS organizes various meetings and trainings at national and continental level. Most of these events are taking place virtually or face to face and because of the linguistic diversity of participating countries, the service of interpreters and translators is required. Therefore, AFAAS is seeking services of a competent firm and or individual consultant to provide the required translation and interpretation support services to the AFAAS Secretariat, CFs and its partners on a call off basis.

2) PURPOSE

The purpose of these TORs is to solicit competent firms and or individual consultants on a framework arrangement Long term Agreement - LTA for a period of three (3) years. The successful firm and or consultant shall be contracted for this purpose for an initial period of two years. The framework contract shall be extended thereafter, upon satisfactory performance of each year and at the sole discretion of AFAAS.

3) OBJECTIVES

The objective of the Translation and interpretation services agreement is:

Interpretation services

- a) To provide simultaneous interpretation services in different assembly meetings, events, during zoom meetings and trainings, webinars, and Annual General Meetings (AGM), symposium, and other meetings of AFAAS whether virtual or face to face, interpreted in French to English and from English to French.
- b) To ensure that all its members from English and from French speaking countries can understand each other through simultaneous Interpretation by an interpreter in each important occasion/circumstance.

Translation Services:

- a) To provide translation services on an ongoing basis, by receiving official documents from AFAAS, translate, edit the translated version of meeting documents, note Verbal, training manuals, vacancy announcements, Job descriptions, ToRs etc, and submit the final translated and edited document to AFAAS.

4) SCOPE OF WORK

The firm and or individual Consultant will support AFAAS by providing **translation and simultaneous interpretation services** from French to English and Vice Versa. The duties and responsibilities for firm and or individual consultant shall include the following:

- Possess or form a team of interpreters who have rich experience at multilingual conferences and knowledge of the routine and the provisions at intergovernmental meetings, such as the United Nations, European Union or others.
- Request information in advance from AFAAS to get fully prepared regarding the topic and or discuss with presenters, speakers and moderators and get fully prepared as a team.
- Prepare interpretation sessions by doing some preliminary researches and by previewing the content of presentations or any other relevant documents before each session.
- Provide direct interpretation services from English to French and vice versa when requested by AFAAS.
- Demonstrate flexibility and provide solutions, in case that sessions exceed their regular duration in order to continue interpretation without interruption.
- Coordination and management of the interpreters' before and during the conferences.

- Prepare the interpreters with the terminology and vocabulary used at AFAAS's meetings; access meeting documents and speeches to be provided by the AFAAS Secretariat.
- The service provider shall, upon request and receipt of duly authorized instruction from AFAAS, confirm availability of simultaneous interpretation for the event.
- Ensure availability of personnel during high demand periods and provide or assign interpreters at the same level and certification at the highest quality.
- Train users in the use of different interpretation tools and equipments whether it is digital or physical, when needed;

Translation Services:

The translator will be responsible for:

- Providing high quality translations as required on request from time to time
- Producing 100% accurate translation of English text to French and Vice Versa;
- Ensuring French and English language excellence and proofreading;
- Ensuring quality check and proofreading of translations;
- Affirm that the translations submitted to AFAAS under this TOR is the property of AFAAS and cannot be submitted, distributed or used by any other party, unless arranged otherwise;
- The translator is obligated to work within the required deadlines and be available to AFAAS for comments and corrections;
- Upholding confidentiality and completing the translation perfectly and promptly.

5) DELIVERABLES

Translated materials shall be submitted electronically to the relevant representative or Programme staff from AFAAS in accordance with the timeframe established in separate Call-off Order.

The deliverables for each interpretation and or translation are:

- An audio recording of each session, when requested by the client.
- Summary report of the activities carried
- Perfectly translated documents from English into French and Vice versa

6) REPORTING

The firm/Consultant shall report to the AFAAS Executive Director, and will work under the technical supervision of the ICTKM Consultant.

7) DURATION OF THE ASSIGNMENT

The Long-term arrangement (LTA) – framework will be for a period of three (3) years with an initial period of two years. The framework may be extended thereafter for an additional one year, upon satisfactory performance and availability of funding. The translators and interpreters shall be engaged on a call off basis to provide the required services based on the pre-agreed rates.

8) WORK STATION

The consultant shall be based at his/her own place of work for online interpretation services and might be occasionally invited to be physically present to some events.

9) QUALIFICATIONS, SKILLS AND EXPERIENCES OF THE SERVICE PROVIDER:

The service provider shall be required to provide the following general information

- a) Name, address, telephone and fax number, and email address of the Service Provider, If the Service Provider is a company, furnish the name of the registered company name, place of incorporation and Name, address, telephone and fax number, and email address of any third party involved in the bid. Name and contact details of person within third party business dealing with the matter;
- b) Companies Registration Office number; VAT and TIN certificate

The profile of the Service Provider(s) must include a description of the following:

- The number of years in business overall and the number of years providing interpretations and Translation services in a range of languages for the last three (3) years;
- A description of previous experience in the provision of interpretation and Translation services including information relating to the provision of a volume of service
- A list of the relevant reference sites where the Service provider has provided services similar to those required, including contact details, must be provided. Confirmation that it is in order to contact nominated referees must be provided;

10) QUALIFICATIONS, SKILLS AND EXPERIENCES OF KEY EXPERT STAFF:

Academic Qualifications (Interpretation Services):

The candidate must have a minimum of a Master's Degree in Communication, Interpretation or other related discipline.

Experience:

- a) Minimum five (5) years in providing interpretation services from English to French and vice versa with the government and/or international organizations such as the UN, NGOs and civil society
- b) Relevant experience with a proven record of providing translation and interpretation services from English to French and vice versa (letter of recommendations from relevant clients will be an asset)
- c) Clearly demonstrate their capability to provide high quality interpretations from English to French and vice versa on request from time to time;
- d) Clearly demonstrate their capacity to meet the interpretation requirements of the AFAAS.
- e) Possession of adequate and quality interpretation equipment;
- f) Experience in interpretation of international events;
- g) Proven track record of high quality professional translation

Competencies:

- a) Familiarity with technical terms and terminology particularly in Agricultural Extension;
- b) Experience providing similar services at official government/UN meetings
- c) Ability to work under pressure and to meet strict deadlines
- d) Ability to produce a high volume of quality content
- e) Proven ability to work under pressure people centered, listens and guides people for maximum productivity
- f) Demonstrated willingness to work as part of a team in a multi-cultural environment
- g) Excellent command of both English and French is a plus
- h) Good communication skills

Qualifications and Experience for Translations Services

- 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

Experience:

- Relevant experience with a proven record of providing translation services from English to French and vice versa with the government and/or international organizations such as the UN, NGOs and civil society (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

Skills for Translators:

- Sound understanding of technical terms and terminology particularly in AEAS;
- Good knowledge of AFAAS network and structure / vocabulary will be an added advantage;
- Ability to work independently, under pressure to ensure work is achieved to a high standard and in a timely manner and to meet strict deadlines;
- Ability to produce a high volume of quality content
- Demonstrated willingness to work as part of a team in a multi-cultural environment
- An eye for detail along with critical thinking
- Excellent interpersonal skills

11) EVALUATION CRITERIA:

The successful service provider will be chosen based on the following three main criteria:

- a) Interpretation of Terms of Reference
- b) Demonstration of capacity to deliver the Services through previous experience.
- c) Qualifications and track record of potential team (CVs should be submitted).
- d) Pricing for interpretation is per man/day.

Translation services:

- e) Price to be paid per word or page translated;
- f) CVs of the proposed translators;
- g) At least 3 references for translations and interpretations done for other organisations.

12) INVITATION TO BID (ITB)

Interested service providers should apply and specifically attend to the following requirements:

- 1) List of previous and current clients;
- 2) Provide two indicative curriculum Vitae of translators for your team;
- 3) Provide four indicative curriculum Vitae of interpreters for your team;

Proposed Fixed Prices for translation services by completing the table below in US\$:

Service Required	Translation fee per word/page	Editing, Copy editing, proofing fee per word/page	Layout fee per word/page
Translation of page (English to French & Vice versa) – 2,200 characters without space, Arial Narrow; 12 size)	Regular: Rush:	Regular: Rush:	Regular: Rush:
Translation of page (Portuguese to English & Vice Versa) – 2,200 characters	Regular: Rush:	Regular: Rush:	Regular: Rush:

without space, Arial Narrow; 12 size)			
Translation of page (English to Arabic & Vice Versa) – 2,200 characters without space, Arial Narrow; 12 size)	Regular: Rush:	Regular: Rush:	Regular: Rush:
<ul style="list-style-type: none"> Rush Rates: How many days constitute “rush” service? _____ Days 			

13) PAYMENT MODALITIES

- Standard translation counts 2,200 characters without space to be one page.
- High quality translation without further editing of the report will be delivered by assigned timeline.
- Payment will be made in United States Dollars (US\$).
- The rate per page paid shall be inclusive of all associated costs.

Proposed Fixed Prices for Translation and interpretation services by completing the table below:

Item	Cost Components	Quantity (A)	Unit Cost (B)	Total Cost (A*B)	Remarks
1.	Interpretation Services (English to French and vice versa)	1			Per Day Cost to be provided for interpreter for 01 day (English to French and vice versa)
2.	Simultaneous Translation Equipment – Cabin with at least 30 headsets	1			Per Day Cost to be provided for 01 Cabin with at least 30 headsets
3.	Additional Headsets	1			Per Day Cost to be provided for 01 additional headset
4.	Data Show/Projector	1			Half Day Cost to be provided for Data Show/Projector
5.	Laptop for Data Show/Projector	1			Half Day Cost to be provided for Laptop
6.	Sound Equipment	1			Per Day Cost to be provided for Sound Equipment
7.	Fixed Microphones	1			Per Day Cost to be provided Fixed Microphones
8.	Wireless Microphones	1			Per Day Cost to be provided Wireless Microphones
9.	Technician Per day	1			Per Day Cost to be provided for Technician
10.	Translation of page (French to English and vice versa) – 1500 characters without space, Arial narrow, 12 size)	1			
11.	Spiral binding up to 50 pages	1			

12.	Spiral binding - above 50 pages - 150 pages	1			
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Cost for half Day (4-5 hrs)

Item	Cost Components	Quantity (A)	Unit Cost (B)	Total Cost (A*B)	Remarks
1.	Interpretation Services (English to French and vice versa)	1			Half Day Cost to be provided for interpreter for 01 day (English to French and vice versa)
2.	Simultaneous Translation Equipment – Cabin with at least 30 headsets	1			Half Day Cost to be provided for 01 Cabin with at least 30 headsets
3.	Additional Headsets	1			Half Day Cost to be provided for 01 additional headset
4.	Sound Equipment	1			Half Day Cost to be provided for Sound Equipment
5.	Technician Per day	1			Half Day Cost to be provided for Technician
6.	Fixed Microphones	1			Half Day Cost to be provided Fixed Microphones
7.	Wireless Microphones	1			Half Day Cost to be provided Wireless Microphones
8.	Data Show/Projector	1			Half Day Cost to be provided for Data Show/Projector
9.	Laptop for Data Show/Projector	1			Half Day Cost to be provided for Laptop

14) APPLICATION PROCEDURE

Interested firms or individual consultants meeting the above requirements for translation and interpretation services are encouraged to submit the following documents in hard copy form or by email with the subject “**Translation and interpretation Services**”. An updated capability statement (for firms) or an updated CV (for individuals) with details of referees for both services; expression of interest (EOI) letter and a Financial Proposal that indicates the price per page in US\$. Take note that a page will be: **Font Type: Arial Narrow; Font size: 12; Line Spacing: Normal**

Executive Director, AFAAS;

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Copying the AFAAS Procurement Specialist, Paddy Grace Wanzala, and email: pwanzala@afaas-africa.org;

15) CLOSING DATE

Proposals will be accepted up to **4th December, 2020**. Only applicants with selected proposals shall be contacted