



AfriFOODlinks

Terms of Reference (ToR) for French Interpretation Services

May 2025



Terms of Reference

French Interpretation Services for AfriFOODlinks Virtual Engagements

Terms of Reference Released: 03/06/2025

Submit proposals by: 08:00 am CAT on 20/06/2025

Contract duration: Estimated award of contract until 30/07/2025, closure of contract 30/11/2026

1. About AfriFOODlinks

AfriFOODlinks is an ambitious, African-led project implemented from 1 December 2022 to 30 November 2026. The project brings together 26 research, practitioner, and advocacy partners, including five Partner Cities (Hub Cities), 15 Project Cities (Sharing Cities), and over 45 Network Cities across Africa and Europe. The project is funded by the European Union and focuses on transforming urban food environments through stronger linkages between food systems stakeholders.

As the project regularly hosts multilingual engagements, French interpretation services are needed to ensure inclusive and effective participation for its stakeholders.

2. Purpose of the Assignment

This ToR outlines the requirements for providing **professional French interpretation services** (English to French and French to English in the same event) during various **AfriFOODlinks virtual engagements**, such as webinars, workshops, and meetings. The appointment envisions establishing a relationship with a **preferred service provider accessible on an adhoc basis** for these engagements. The work would be remunerated on a monthly basis based on hours worked. The assignment would be effective until November 2026, time when the AfriFOODlinks project ends.

Primary target audience:

AfriFOODlinks works with 20 Cities across Africa and Europe with between 9 and 11 having French as their official or preferred language, and the balance having English. Among these cities, we have other official languages other than these two, but we are only catering for French and English. The primary target audience for these communications comprises city officials and technical staff based or working with these cities.

3. Responsibilities of the Service Provider

The selected service provider will be expected to:

- Deliver live, high-quality French-English and English-French interpretation services for AfriFOODlinks virtual events upon request.
- Be available for pre-scheduled sessions, with at least one (1) week's advance notice from ICLEI Africa or any of the AfriFOODlinks partners with knowledge from ICLEI Africa.
- Accommodate reasonable short-notice changes or additions to the interpretation schedule.
- Join a technical check-in session at least 15 minutes before each event to ensure functionality and readiness.
- Liaise with various project team members across the AfriFOODlinks project.
- Prepare a consolidated monthly invoice reflecting the sessions and time spent in that month and submit on the **30th of each month**, for payment by the **15th of the following month**.
- Provide a minimum of two interpreters for sessions exceeding one hour in length.
- Experience with translation within the Food Systems thematic will be seen as an advantage.

Note: The service provider may not subcontract interpretation tasks without prior written approval from ICLEI Africa.

4. ICLEI Africa Will Provide:

- Developing a booking system accessible to all AfriFOODlinks partners that encourages meeting booking with advance scheduling, with a commitment to scheduling sessions with at least one (1) week notice.
- Timely payment for services, provided invoices are submitted as specified.
- Relevant background materials and access links prior to engagements.
- Online platform where the meetings take place (Zoom, MTeams, GoogleMeet) and invitation for the translator to participate in the meeting.

5. Proposal Submission Requirements

Interested service providers must submit:

- A brief proposal outlining relevant experience in French interpretation for virtual engagements.
- CVs or professional profiles of all proposed interpreters.
- At least two references.
- For South African-based service providers only, provide proof of status for preferential procurement A B-BBEE certificate. If the service provider has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit.
- A detailed financial offer, with pricing for:
 - 1-hour sessions
 - 1.5-hour sessions
 - 2-hour sessions
 - 2+-hour sessions

(Bulk discount rates for multiple bookings are welcomed and encouraged. Please specify clearly.)

Submit proposals by: 20/06/2025

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- Relevant experience and qualifications
- Quality of references or sample work
- Value for money and pricing structure
- Ability to meet logistical and technical requirements
- B-BBEE Status (if applicable)

ICLEI Africa reserves the right to request a trial interpretation exercise with the shortlisted candidates to complete the assessment.

7. Contract Duration and Payment Terms

- **Duration:** From July 2025 to November 2026
- **Payment:** Monthly, upon receipt of invoice by the **30th of each month** a payment will be done by **15th of each month**
- **Rate Structure:** To be agreed upon based on the financial offer

8. Contact

All queries and submissions should be directed to Tiago Damasceno at tiago.damasceno@iclei.org and Sinethemba Mthethwa in cc at sinethemba.mthethwa@iclei.org

ICLEI AFRICA RESERVES THE RIGHT TO APPOINT MULTIPLE SERVICE PROVIDERS AND NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE

Please note: If you have not heard from ICLEI Africa by 15 July 2025, please note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.