TERMS OF REFERENCE

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY
- AFRICA SECRETARIAT

ICLEI Africa seeks to appoint a professional service provider/s to translate climate and sustainable energy access related communications from:

English (United Kingdom) to Portuguese (Portugal) and Portuguese (Portugal) to English (United Kingdom)

Key dates

Key dates to be considered:
- 21 April 2023: Terms of Reference released
- **15:00 (CAT) on 8 May 2023**: Proposal submission closing date, with availability immediately thereafter
- Contract dates: 15 May 2023 – end March 2024, with possible extension
Terms of Reference

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

This Terms of Reference (ToR) relates to providing a translation service to ICLEI Africa for a number of climate change and sustainable energy access related communications from English (UK) to Portuguese (Portugal) and Portuguese (Portugal) to English (UK). The service provider will be expected to translate a range of communications materials (including posts for social media, website content, video scripts, technical documents, publications and emails).

BACKGROUND

This Terms of Reference is for an initiative entitled the Covenant of Mayors in Sub-Saharan Africa (CoM SSA). ICLEI Africa houses the Secretariat and technical helpdesk for the CoM SSA initiative. Started in 2015, the CoM SSA is a major catalyst for local climate action in the region, with political commitment from over 330 local governments. The focus of CoM SSA is to support local governments in moving from planning to implementation, with a focus on unlocking climate finance at the local level.

CoM SSA is the regional chapter of an international alliance of cities, the Global Covenant of Mayors for Climate and Energy. It is a partnership between city networks, development agencies and funding institutions, supporting cities in meeting the dual challenge of climate change and access to sustainable energy to achieve a low-emission, climate resilient and sustainable energy future.

CoM SSA is a multilingual initiative communicating in three languages: English (United Kingdom), French (France) and Portuguese (Portugal). In our role as the CoM SSA Secretariat, ICLEI Africa, endeavours to make communications to signatories accessible in English, French and Portuguese. These communications range from social media posts (Facebook, Twitter and LinkedIn), website content (initiative descriptions and articles), direct email communications between signatories and the Technical Helpdesk as well as, but limited to, designed mailers to inform signatories about new services and resources, and events.
AIM OF THE ASSIGNMENT

Translate English communications (e.g. social media posts, email texts, video scripts, PowerPoint presentations and website news articles) into Portuguese (Portugal) to be accessible to local governments across Africa. Portuguese to English translation may also be required, particularly in communicating directly with CoM SSA signatories. Translations into Portuguese cannot contain any Brazilian Portuguese.

The contract length will be from 15 May 2023 to end March 2024, with possible extension.

PRIMARY TARGET AUDIENCE

CoM SSA has signatory local governments in Cabo Verde, Guinea-Bissau and Mozambique in Lusophone Africa.

The primary target audience for these communications is city officials and technical staff from cities in Lusophone Africa as well as other Portuguese speaking and members of the broader CoM SSA community including financiers, development organisations and other partners.

KEY TASKS

Social media campaigns

As part of the CoM SSA initiative, ICLEI Africa, as the Secretariat publishes various social media campaigns on the initiative’s Twitter and Facebook profiles. These campaigns centre around special environment and climate-themed days as well as other CoM SSA milestones e.g. Earth Day, World Environment Day and the launch of our new website. These campaigns usually consist of 4-8 social media posts, each post is about 40-50 words in length. The campaign social media posts will need to be translated from English to Portuguese (Portugal).

The service provider will have a maximum of two days to translate a campaign once they receive it. Campaigns may also arise on an ad-hoc basis and these will be discussed with the service provider.

Other tasks

While the above-mentioned deliverables are confirmed, other communications (emails, other website texts, PowerPoint presentations, technical documents and publications) may arise on an ad-hoc basis and require translation. Any additional deliverables will be within the same field of climate change and sustainable energy access and will also require swift turnaround times. These will be discussed with the service provider as and when they arise.

SERVICE PROVIDER REQUIREMENTS

- The successful service provider must:
Have extensive and demonstrable experience in translating and proofreading from English (United Kingdom) to Portuguese (Portugal) and Portuguese to English (United Kingdom).

Have proven ability to translate and proofread technical climate and sustainable energy access subject matter to a high standard, from English (United Kingdom) to Portuguese (Portugal) and Portuguese to English (United Kingdom).

Ensure translated communications are proofread and of excellent quality prior to submission.

Be able to translate short communications within a short timeframe and to a high standard.

Communicate with ICLEI Africa in a professional and timely manner on progress.

Please note: The service provider may subcontract other parties to assist them with tasks outlined in this Terms of Reference only if prior written approval is obtained from ICLEI Africa.

SUPPORT TO BE PROVIDED BY ICLEI AFRICA

Resources:
ICLEI Africa will provide the service provider with:

- Approved and copy-edited English communications in a timely and agreed upon manner.
- A glossary of climate change concepts with approved Portuguese (Portugal) translations.

ACCESS TO DATA AND INTELLECTUAL PROPERTY

All data used (that is not available from a public and open source platform) and related outputs produced are confidential and not to be shared without written permission of ICLEI Africa. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa.

COSTING PER WORD

Interested service providers will be required to submit a per word rate in order to be considered. This will be the maximum rate that can be charged for any of the deliverables. Potential service providers should also indicate whether reduced bulk rates would be considered.

SUBMISSION TIMELINE

- 21 April 2023: Terms of Reference released
- 15:00 (SAST) on 8 May 2023: Proposal submission closing date, with availability immediately thereafter
- Contract dates: 15 May 2023 – end March 2024 with the potential of extension based on mutual, in writing, approval from both parties
SUBMISSION PROCESS AND TEST

Interested service providers will be expected to complete a test as part of the application. The test can be found in Appendix A. Kindly submit your proposal to Jarita Kassen at jarita.kassen@iclei.org by 15:00 (CAT) on 8 May 2023. There will not be a Q and A window for this bid.

Please use the following in the subject line Service Provider: CoM SSA Translation_PT

When submitting your proposal, please include the following information:

- **Per word** costing for translating from English to Portuguese and Portuguese to English.
- Full CV of translator(s) that will be working on this assignment, and website address/links to previous work if available.
- Confirmation of ability to adhere to tight turnaround times, including those stipulated for campaigns above.
- **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.
- Service providers applying to translate Portuguese - English must:
  - include the completed test, found at Appendix A, to be completed by translator(s) that will work on this assignment.

SCORING OF PROPOSALS

All proposals will be considered against the following criteria:

- Price (per word costing and bulk reduced rates)
- Skills and expertise (specifically for Lusophony African audiences)
- Experience in translating and proofreading
- Outcome of test
- B-BBEE Status (if applicable)

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 6 July 2023, 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.

For more information on ICLEI Africa see: [http://africa.iclei.org/](http://africa.iclei.org/)
APPENDIX A

Service providers must complete this section:

Please translate the below two texts from English (United Kingdom) to Portuguese (Portugal).

Text 1 – News article text

In Togo, CoM SSA completed 6 training sessions for the 80+ CoM SSA signatory cities in the country. Training sessions focused on the construction of climate action plans, community consultation, and access to climate finance. These sessions enabled the emergence of more than 50 project concept notes and the building of a strong network of Togolese cities committed to meeting the dual challenge of climate change and energy transition.

With CoM SSA’s support, Embu County (Kenya), developed a County Integrated Solid Waste Management Plan through a participatory multi-stakeholder process. The plan, built on a waste audit and multiple stakeholder consultations, identifies eight areas for action on waste management in the County that are now open for partnerships and implementation. Alongside this, CoM SSA supported signatories in Kenya in facilitating an exchange between the city of Lima and Nakuru, offered a waste management training organised in collaboration with UN-Habitat.

Through CoM SSA, the Praia City Council (Cabo Verde), in partnership with Ribeira Grande de Santiago City Council (Cabo Verde), has formulated a group of pilot projects focused on mitigation, climate adaptation, and access to sustainable energy. These projects have been the starting point to discuss the reality and specificities of each community and neighbourhood of the city, as well as their priorities for action in the areas of climate and energy, according to the principles and guidelines of their joint SEACAP elaboration process and their strategic objectives.

With CoM SSA’s refined focus on unlocking climate finance, 42 city-level projects have been supported, representing a total potential investment volume of over EUR 192 million. When implemented these 42 projects will lead to the reduction of approximately four million tonnes of carbon emissions. To date, over EUR 260 million has been secured for the implementation of CoM SSA projects.

Text 2 - Social media post:

NOTE: The translations for these posts must be less than 280 characters

2.1

[ENG] Last year, #CoMSSA partner, AECID co-organised #CoMSSADay at #SMDC2022. The event focused on adaptation, #energyefficiency & nature-based solutions, especially #coastalmanagement.

Read more 👈 http://ow.ly/xRYP50M70a4
Text 3 - Please translate the below text from Portuguese to English:

Pacto de Autarcas para a África Subsariana (CoM SSA): Secretariado e Centro de Assistência Técnica do CoM SSA (Helpdesk)

O Secretariado integrado do CoM SSA e o Centro de Assistência Técnica do CoM SSA (Helpdesk) são os primeiros pontos de contato para as cidades e atendem a todos os signatários a iniciativa com apoio técnico leve e apoio intensivo, mediante solicitação.

O Secretariado e o Centro de Assistência Técnica do CoM SSA (Helpdesk) são as principais estruturas de coordenação para a iniciativa, fornecendo apoio de advocacia e garantindo uma comunicação eficaz e uma visibilidade do CoM SSA.

Aderir-se à CoM SSA para uma Associação de Governo Local (AGL):

- Reconhecimento oficial como referente e parceiro do CoM SSA no seu país para mobilizar e apoiar os municípios para enfrentar os desafios relacionados com o desenvolvimento e a implementação dos Planos de Ação para o Acesso a Energia Sustentável e o Clima (SEACAPs) a nível local.

- As AGLs são elegíveis para receber um apoio técnico leve e profundo do Helpdesk e desenvolver a sua capacidade em planificação climática e energia, e acesso ao financiamento, a fim de melhor atender os seus membros.