

TERMS OF REFERENCE

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY - AFRICA SECRETARIAT

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

English (United Kingdom) to French (France) and French (France) to English (United Kingdom)

Key dates

Key dates to be considered:

- 27 November 2023: Terms of Reference released
- **15:00 (CAT) on 11 December 2023:** Proposal submission closing date
- There will be no Q&A window for this bid.
- Contract dates: 1 January 2024 – end October 2024

November 2023

The CoM SSA programme is co-funded by:



European Union



german
cooperation
DEUTSCHE ZUSAMMENARBEIT



Spanish
Cooperation

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 to French and French to English. The service provider will be expected to translate a range of communications materials (including for social media posts, 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 \(CoM SSA\)](#). CoM SSA is co-funded by the European Union (EU), the German Federal Ministry of Economic Cooperation and Development (BMZ), and the Agencia Española de Cooperación Internacional para el Desarrollo (AECID) and the initiative is co-implemented by the Agencia Española de Cooperación Internacional para el Desarrollo (AECID); the Agence Française de Développement (AFD), the Agence Française d'Expertise Technique Internationale (Expertise France); the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). ICLEI Africa hosts the Secretariat 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 360 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 a 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 that communicates in three languages: English (United Kingdom), French (France) and Portuguese (Portugal). In our role as the CoM SSA Secretariat, ICLEI Africa is committed to ensuring that communications to signatories are accessible in English, French and Portuguese. These communications encompass a wide range of platforms, including social media posts (Facebook, Twitter and LinkedIn), website content (initiative descriptions and articles), direct email exchanges between signatories and the Technical Helpdesk, workshop PowerPoint presentations, posters and other promotional resources, as well as technical and event reports., Additionally, we utilise designed mailers to keep signatories informed about new services, resources, and events.

AIM OF THE ASSIGNMENT

To translate various forms of English communications (e.g. social media posts, email texts, video scripts, PowerPoint presentations, publications, technical documents and website news articles) into French (France). The purpose is to make these materials accessible to local governments across Africa. Additionally, there may be a need for French to English translation. It is important to note that no machine (AI) translation tools are permitted for any translation tasks within the scope of this project.

The contract length will be from 1 January 2024 – end October 2024.

Primary target audience

CoM SSA has signatory local governments in several Francophone Africa countries, with the most signatories in Cameroon, Togo and Senegal. See more [here](#).

The primary target audience for these communications comprises city officials and technical staff from cities in Francophone Africa. Additionally, it included other French-speaking members within the wider CoM SSA community including financiers, development organisations and other partners.

KEY TASKS

Social media campaigns

As part of the CoM SSA initiative, ICLEI Africa, in its role as the Secretariat, regularly publishes various social media campaigns on the initiative's [LinkedIn](#), [Twitter \(X\)](#) and [Facebook](#) profiles. These campaigns focus on various environment and climate-themed days, as well as significant CoM SSA milestones e.g. Earth Day, World Environment Day and the launch of various initiatives. Typically, these campaigns usually consist of 4-8 Twitter (X) posts, each post is about 40-50 words in length and 1-2 LinkedIn/Facebook posts with each post being about 150-250 words in length. The translation of these campaign social media posts from English to French (France) is required.

The service provider will be given a maximum of two days to complete the translate of a campaign upon receipt. Additionally, ad-hoc campaigns may arise, and discussions regarding these will be with the service provider.

Technical PowerPoint presentations

CoM SSA Secretariat staff deliver several workshops covering a range of topics including climate finance, climate sensitisation, climate adaptation, climate mitigation, sustainable energy access and other related topics. As part of these workshops PowerPoints are used. These PowerPoints, varying in length, will need to be translated from English (United Kingdom) to French (France). The specific timeframe for these translations will be confirmed on a case-by-case basis.

News articles

CoM SSA produces about seven news articles each quarter. These articles typically communicate project updates as well as key outcomes from high-level events. The articles are usually between 500

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to 800 words in length. Our website uses machine (AI) translation software to translate these articles and therefore the appointed service provider will need to proofread the French version of these articles to ensure they are completely error-free.

Other tasks

While the above-mentioned deliverables are confirmed, there is a possibility of ad hoc communications (emails, website texts, technical documents and publications/posters) arising that will 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 emerge.

SERVICE PROVIDER REQUIREMENTS

- The successful service provider must:
 - Have extensive and demonstrable experience in translating and proofreading from English (United Kingdom) to French (France) **and** French to English (United Kingdom).
 - Have proven ability to translate and proofread technical climate and sustainable energy access subject matter, within the African city context, to a high standard, from English (United Kingdom) to French (France) and French to English (United Kingdom) – no machine (AI) translation tools may be used.
 - Ensure translated communications are proofread and error-free 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 not subcontract other parties to assist them with tasks outlined in this Terms of Reference unless 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 French (France) 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 the following in order to be considered:

1. a per word rate for translation

2. a per word rate for proofreading (French) only

These rates will be the maximum rates that can be charged for any of the deliverables. **Potential service providers should also indicate whether reduced bulk rates would be considered.**

SUBMISSION TIMELINE

- 27 November 2023: Terms of Reference released
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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 with Michelle Preen (michelle.preen@iclei.org) in cc by **15:00 (CAT) on 11 December 2023.**

Please use the following in the subject line **Service Provider: CoM SSA Translation_FR.**

When submitting your proposal, please include the following information:

- **Per word** costing for translating from English to French and French to English (plus bulk rate if applicable)
- **Per word** costing for proofreading French text
- Full CV of translator(s) that will be working on this assignment, and website address/links to previous work if available
- Written 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 French - 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 Francophone African audiences)
- Experience in translating and proofreading technical climate and sustainable energy access subject matter, within the African city context.
- 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 5 February 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/>

APPENDIX A

Service providers must complete this section:

Please translate the below two texts from English (United Kingdom) to French (France).

Text 1 – News article text (327 words)

As signatories to CoM SSA, the three municipalities of the Maputo Metropolitan Area (MMA) in Mozambique – Maputo, Matola, and Boane – have engaged in a year-long collaboration that has strengthened the capacities of local governments to address climate change as a region. With the financial support of the European Union (EU) and the Spanish Agency for International Development Cooperation (AECID), co-implemented by AECID with technical support from UN-Habitat Mozambique and ICLEI Africa, these three municipalities have laid the foundation for a future of climate action that is context-specific and tailored to the needs of the urban population.

Africa is the continent most affected by climate change with the fastest growing urban population. As the most populated area in Mozambique, with over 2,7 million inhabitants, the MMA faces many climate and energy challenges. About 70% of Maputo's population lives in informal settlements and over 35% of dwellings are located in hazardous and environmentally sensitive areas. Economic losses due to climate-related risks in the MMA are estimated at USD 50 million per year. This Sustainable Energy Access and Climate Action Plan (SEACAP) aims to address these challenges and more, by bringing together three neighbouring municipalities to provide a regional and collaborative response to climate change needs in the area, building capacity for local governments to secure climate finance.

Amongst the key climate actions identified within the SEACAP, sustainable mobility is one of the municipalities' highest shared priorities. All three municipalities identified sustainable public transport actions as of paramount importance. Sustainable public transport actions will reduce MMA's congested traffic, greenhouse gas (GHG) emissions, and air pollution. One of the highest priority climate adaptation actions is protecting strategic roads that connect the three municipalities from landslides and floods. The Maputo Metropolitan Transport Agency (MTA) is one of the only organisations in the region acting at the metropolitan level, and as such the MTA actively participated in the SEACAP workshops and supported the much-needed collaborative approach to tackle climate change in the area.

Text 2 – Twitter (X) post:

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

2.1 Cameroonian #CoMSSA signatories show increased commitment to combatting #climatechange with Kribi 1's SEACAP, featuring 30 priority actions and #energyaccess targets.

Read more: <https://ow.ly/3T3r50PXySn>

Text 3 - Please translate the below text from French to English:

Mary Mbenge du comté de makueni, au Kenya

L'expérience de Mary en matière d'accès au financement pour l'action climatique.

Mary Mbenge est directrice des ressources naturelles, de l'environnement et des changements climatiques du comté de Makueni, au Kenya (voir carte). Le comté **est situé au sud-est de Nairobi.

La région est extrêmement aride et fortement impactée par les changements climatiques. Le comté est extrêmement vulnérable aux sécheresses, aux pluies irrégulières, aux inondations et aux maladies associées. C'est l'un des comtés les plus vulnérables du pays. Le secteur agricole est impacté par les changements climatiques, en particulier les petits agriculteurs. L'un des principaux problèmes liés au climat auxquels la région est confrontée est la pénurie d'eau. Tout au long de la formation, vous rencontrerez des exemples du comté de Makueni, au Kenya – vous découvrirez leur expérience et les défis pour accéder au financement climatique au niveau local.

** Notez qu'un comté est une région, un sous-comté est une sous-région et un quartier est un groupe de plusieurs villages. Il y a 47 comtés au Kenya.