



## 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 material from:

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

#### Key dates

Key dates to be considered:

- 28 January 2026: Terms of Reference released
- **15:00 (CAT) on 16 February 2026:** Proposal submission closing date, with availability immediately thereafter
- Contract dates: March 2026– November 2027, with possible extension



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## 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 zero-emission, nature-based, equitable, resilient, and circular development.

These Terms of Reference (ToR) relate 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 posts for social media, website content, video scripts, technical documents, publications, and emails).

### BACKGROUND

These Terms of Reference are for an initiative entitled The [Covenant of Mayors in Sub-Saharan Africa \(CoM SSA\)](#). ICLEI Africa hosts the CoM SSA Secretariat. Started in 2015, the CoM SSA is a major catalyst for local climate action in the region, with political commitment from over 400 local governments. CoM SSA supports local governments in developing robust, evidence-based climate and energy plans, as well as scaling impactful, bankable climate and urban solutions.

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 French (France). In our role as the CoM SSA Secretariat, ICLEI Africa, endeavours to make communications to signatories accessible in English, French and French. These communications range from social media posts (Facebook, Twitter/X, Instagram and LinkedIn), website content (initiative descriptions and articles), technical reports, publications, direct email communications between signatories and the Technical Helpdesk as well as, but not limited to, designed mailers to inform signatories about new services and resources, and events.



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## AIM OF THE ASSIGNMENT

The aim of the assignment is as follows:

- Translate English communications (e.g., social media posts, email texts, website texts) into French (France) to ensure accessibility for local governments across Africa. Translation from French to English may also be required, particularly for direct communication with CoM SSA signatories.\*

The contract length will be from March 2026 to November 2027, with a possible extension.

### Primary target audience for French content

CoM SSA has signatory local governments in several Francophone countries across sub-Saharan Africa.

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

## KEY TASKS

### Task 1: Social media campaigns

As part of the CoM SSA initiative, ICLEI Africa, as the Secretariat, publishes various social media campaigns on the initiative's [LinkedIn](#), [Twitter](#), [Instagram](#), and [Facebook](#) profiles. These campaigns centre around special environment and climate-themed days as well as other CoM SSA milestones e.g. World Cities Day, Earth Day, World Environment Day. These campaigns typically consist of 250-300 words per post. The campaign social media posts will need to be translated from English to French (France).

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, 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.



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## 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 (France) 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 French (France) and French to English (United Kingdom) without the use of Artificial Intelligence (AI) tools.
  - Ensure translated communications are proofread prior to submission.
  - Be able to translate short communications within a short timeframe and to a high standard.
  - Communicate (via email) with ICLEI Africa in a professional and timely manner on progress.

**Please note:** For larger unforeseen tasks, the service provider may subcontract other parties to assist them with tasks outlined in these 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 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 the 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

- 28 January 2026: Terms of Reference released





- **16 February 2026: Proposal submission closing date, with availability immediately thereafter**
- Contract dates: March 2026 – November 2027, 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 Courtney van Niekerk ([courtney.vanniekerk@iclei.org](mailto:courtney.vanniekerk@iclei.org)) with Jarita Kassen ([jarita.kassen@iclei.org](mailto:jarita.kassen@iclei.org)) in cc by **15:00 (CAT) on 16 February 2026**. There will not be a Q&A window for this bid.

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
- 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 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
- Outcome of the tests
- 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 THESE TERMS OF REFERENCE**



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Covenant of Mayors  
in Sub-Saharan Africa



**Please note:** If you have not heard from ICLEI Africa by **1 March 2026**, 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 two texts below from English (United Kingdom) to French (France).**

### Text 1 – News article text

Collaboration is at the heart of effective climate action. Across sub-Saharan Africa, cities face shared climate risks such as extreme weather events, rising temperatures, and resource scarcity. Addressing these challenges in isolation is neither efficient nor sustainable. Recognising this, the Covenant of Mayors in Sub-Saharan Africa (CoM SSA) has championed over 25 city-to-city exchanges, fostering peer learning, strengthening capacities, and empowering local governments to implement impactful climate solutions. As the regional covenant to the Global Covenant of Mayors (GCoM) for Climate and Energy, CoM SSA connects signatories with global peers, paving the way for regional and international city-to-city peer learning opportunities.

### Strengthening sister-city partnerships

At the inaugural Africa Urban Forum in 2024, members of the CoM SSA Regional Mayors Forum (RMF) took a bold step by formalising sister-city relations through Memorandums of Understanding (MoUs). These long-term partnerships enable cities to share experiences, successes, and challenges, fostering collective problem-solving. A testament to this commitment, the Mayor of Dire Dawa (Ethiopia) hosted fellow CoM SSA RMF members for site visits and exchanges ahead of the Forum. This engagement deepened mutual understanding and provided firsthand insights into sustainable urban solutions, reinforcing the value of peer learning, in addressing shared urban challenges.

### African cities on the global stage

CoM SSA signatories are not only engaging in regional exchanges but also showcasing African urban innovations on international platforms. At the Smart City Expo World Congress in Barcelona, leaders from Mombasa County (Kenya), Sekondi-Takoradi (Ghana), Monrovia (Liberia), and KwaDukuza (South Africa) joined discussions on climate and energy access alongside global peers. These engagements highlighted the role of African cities in shaping global climate resilience strategies, particularly for coastal and port cities facing acute adaptation challenges.

### Text 2 - Social media post:

 African cities are at the frontline of climate change. Without urgent action, rising temperatures, extreme weather, and energy challenges will hinder sustainable development. But with the right strategies, cities can lead the way in resilience, emissions reduction, and energy access.



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 That's why the CoM SSA is offering a free 8-module energy access and climate action planning online course—designed to support cities at any stage, whether developing a full SEACAP or integrating climate and energy strategies into existing plans.

 What's inside Module 1:

- Understanding the CoM SSA initiative and how it supports cities in climate action
- What a SEACAP is and an overview of the SEACAP development process
- Introduction to climate change & its global impacts
- Climate change in the African context
- The link between climate change and urban development

You can start learning one or several modules independently, but will have to complete all 8 modules to receive a certificate. Enroll and help shape a climate-resilient future for your African city!

 <https://learningportal.comssa.org/courses/com-ssa-seacap-course/>

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

**Un leadership rassembleur:**

Le Forum régional des maires de la CoM SSA (FRM) rassemble les leaders élus de manière transparente dans les quatre sous régions de l'Afrique subsaharienne afin que ceux-ci coordonnent et amplifient les voix des villes africaines sur les plateformes régionales et mondiales et afin de permettre un apprentissage et un échange mutuels à impulsion africaine. La personne chargée de la présidence du FRM siège au conseil de la convention mondiale des maires pour le climat et l'énergie, où elle défend les priorités africaines.



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