

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)

and/or

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

Key dates

Key dates to be considered:

- 5 July 2021: Terms of Reference released
- **13:00 (SAST) on 19 July 2021:** Proposal submission closing date, with availability immediately thereafter
- Contract dates: XX July – 31 October 2021, 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 to Portuguese and Portuguese to English. The service provider will be expected to translate a range of communications materials (including posts for social media, website content, video scripts, 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 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 250 local governments. The focus of the CoM SSA is to support local governments in moving from planning to implementation with a focus to unlock 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). The recently launched [website](#) employs a translation API to ensure content is available in all three languages. 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 and Twitter), website content (initiative descriptions and articles), direct email communications between signatories and the Technical Helpdesk as well as designed mailers to inform signatories about new services and resources, and events.

AIM OF THE ASSIGNMENT

There are two aims for this assignment:

1. Translate English communications (e.g. social media posts, email texts, website texts) into Portuguese (Portugal) to be accessible to local governments across Africa. Portuguese to English translation may also be required, particularly in communicating directly with signatories.*
2. Translate English communications (e.g. social media posts, email texts, website texts) into French (France) to be accessible to local governments across Africa. French to English translation may also be required, particularly in communicating directly with signatories. *

The contract length will be from July 2021 to October 2021, with possible extension.

***Interested service providers can apply for the French - English translation or the Portuguese - English translation, or both.**

Primary Target Audience

CoM SSA has signatory local governments in Cape Verde, Guinea-Bissau and Mozambique in Lusophone Africa. In Francophone Africa, CoM SSA has signatory local governments in Burkina Faso, Côte d'Ivoire, The Democratic Republic of Congo, Gabon, Senegal and several other West African states, [see here](#).

The primary target audience for these communications is city officials and technical staff from cities in Francophone and Lusophone Africa as well as other Portuguese speaking and French speaking members of the broader CoM SSA community.

KEY TASKS

Task 1: Core website text

A selection of core text that exists on the CoM SSA website needs to be translated from English to Portuguese (Portugal) and English to French (France).

These texts include:

- [CoM SSA narrative](#)
- [CoM SSA timeline](#)
- [CoM SSA information to join the initiative](#)

These texts will need to be translated within two weeks of appointment.

Task 2: 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) and English to French (France).

ICLEI Africa will notify the service provider of all upcoming campaigns 1 - 2 weeks before the campaign text is sent for planning purposes. The service provider will have 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, video scripts 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 for Portuguese translation ONLY must:
 - Have extensive and demonstrable experience in translating from English (United Kingdom) to Portuguese (Portugal) **and** Portuguese to English (United Kingdom).
- The successful service provider for French translation ONLY must:
 - Have extensive and demonstrable experience in translating from English (United Kingdom) to French (France) and French (France) to English (United Kingdom).
- The successful service provider for both French and Portuguese translation must:
 - Have extensive and demonstrable experience in translating from English (United Kingdom) to Portuguese (Portugal) and Portuguese (Portugal) to English (United Kingdom).
 - Have extensive and demonstrable experience in translating from English (United Kingdom) to French (France) and French (France) to English (United Kingdom).
- **All** successful service providers must:
 - Have proven ability to translate technical climate and sustainable energy access subject matter to a high standard.
 - Ensure translated communications are proofread 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:

July 2021

The CoM SSA programme is co-funded by:



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

- 5 July 2021: Terms of Reference released
- **13:00 (SAST) on 19 July 2021: Proposal submission closing date, with availability immediately thereafter**
- Contract dates: XX July – 31 October 2021 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 **13:00 (SAST) on 19 July 2021**. There will not be a Q and A window for this bid.

Please use the following in the subject line (depending on what you are applying for):

- Service Provider: CoM SSA Translation_FR
- Service Provider: CoM SSA Translation_PT
- Service Provider: CoM SSA Translation_FR_PT

When submitting your proposal, please include the following information:

- **Per word** costing for translating from English to Portuguese and Portuguese to English, if applicable
- **Per word** costing for translating from English to French and French to English, if applicable
- 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
- Service providers applying to translate French - English must:
 - include the completed test, found at Appendix B, to be completed by translator(s) that will work on this assignment
- Service providers applying to translate French - English and Portuguese - English must:
 - include the completed tests, found at Appendix A and B, 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 lusophone and francophone African audiences)
- Outcome of test
- Interpretation of the Terms of Reference
- 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 August 2021, 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 applying to translate English - Portuguese and Portuguese - English must complete this section

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

Text 1 – Website text: Portion of CoM SSA signatories’ commitment

We, the Mayors signing this Covenant, share a vision for a sustainable future - whatever the size and location of our municipality. This common vision drives our action to tackle interconnected challenges: climate change mitigation adaptation and access to sustainable energy. We are also aware that low emissions development is a challenge in this context in order to contribute to sustainable growth. We stand ready together to deliver concrete, long term measures that provide an environmentally, socially and economically stable environment for present and future generations. It is our collective responsibility to transition to a more sustainable, attractive, liveable, resilient and energy efficient communities.

We, the mayors, acknowledge that:

Climate change is already happening and is one of the greatest global and local challenges of our time, calling for immediate action and cooperation on adaptation, resilience, mitigation, low emissions development and access to sustainable energy between local, regional and national authorities from all over the world.

Local and regional authorities are key drivers in the fight against climate change. Local and regional authorities in all socio-economic situations and geographical locations stand at the frontline of reducing the vulnerability of their territory to the various impacts of climate change.

Text 2 - Social media campaign: World Environment Day

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

2.1

Restoring environment #ForNature: #CoMSSA signatory Garoua, #Cameroon has identified #biodiversity, agriculture & informal housing as the most vulnerable to #ClimateChange impacts.

Through its action plan, Garoua will target these areas and build a healthier city.
Read more here: [\[LINK\]](#)

2.2

#GenerationRestoration: #CoMSSA signatory Dakar, #Senegal has launched a platform, which brings together 28 civil society organisations to target waste management, mitigation of the effects of floods, coastline management & green spaces creation in the city. Read more here: [\[LINK\]](#)

Please translate the below text from Portuguese to English.

Caros signatários do Pacto de Autarcas para a África Subsariana,

Este e-mail tem como objetivo destacar os serviços agora prestados pelo Centro de Assistência técnica do CoM SSA, viabilizados por financiamento da União Europeia e do Ministério Federal Alemão para o Desenvolvimento Económico e Cooperação (BMZ).

O Centro de Assistência técnica do CoM SSA está continuamente explorando maneiras inovadoras de fornecer suporte com base nas necessidades dos signatários do CoM SSA e de fazê-lo da melhor maneira possível.

Hoje temos o prazer de lhes apresentar os novos dois níveis de serviços que foram elaborados para apoiar os signatários do CoM SSA por meio dos três pilares de ação do CoM SSA:

1. desenvolvimento de SEACAP [ENG translation: SEACAP];
2. desbloquear financiamento para infraestrutura climática e energética; e
3. parcerias de cidade a cidade.

Esses dois níveis de serviços foram desenvolvidos especificamente para atender às suas necessidades mais urgentes expressas durante vários eventos do CoM SSA, bem como os resultados do recente Formulário CoM SSA de atualização 2021. Consulte o infográfico abaixo para obter mais informações sobre os dois níveis de serviços do Centro de Assistência técnica do CoM SSA.

APPENDIX B

Service providers applying to translate English - French and French - English must complete this section

Text 1 – Website text: Portion of CoM SSA signatories' commitment

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

We, the Mayors signing this Covenant, share a vision for a sustainable future - whatever the size and location of our municipality. This common vision drives our action to tackle interconnected challenges: climate change mitigation adaptation and access to sustainable energy. We are also aware that low emissions development is a challenge in this context in order to contribute to sustainable growth. We stand ready together to deliver concrete, long term measures that provide an environmentally, socially and economically stable environment for present and future generations. It is our collective responsibility to transition to a more sustainable, attractive, liveable, resilient and energy efficient communities.

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Please translate the below text from French to English.

Chers Signataires de la Convention des Maires pour l'Afrique Subsaharienne (CoM SSA),

Cet email a pour but de mettre en évidence les services désormais fournis par le Centre d'assistance technique de la CoM SSA, rendus possibles grâce au financement de l'Union européenne et du Ministère fédéral allemand du développement économique et de la coopération (BMZ).

Le Centre d'Assistance technique de la CoM SSA recherche continuellement des moyens innovants pour fournir un soutien aux signataires de la CoM SSA en fonction de leurs besoins et cela de la manière la plus optimale possible.

Aujourd'hui, nous sommes heureux de vous présenter les deux nouveaux niveaux de services qui ont été conçus pour soutenir les signataires de la CoM SSA à travers les trois piliers de l'action de la CoM SSA :

1. l'élaboration du PAAEDC **[ENG translation: SEACAP]** ;
2. le déblocage de financements pour les infrastructures climatiques et énergétiques; et
3. les partenariats entre villes.

Ces deux niveaux de services ont été développés spécifiquement pour répondre à vos besoins les plus urgents exprimés lors des différents événements CoM SSA ainsi que selon les résultats du récent Formulaire de mise à jour CoM SSA 2021. Veuillez trouver ci-dessous l'infographie pour plus d'informations sur les deux niveaux de services du Centre d'assistance technique de la CoM SSA.

Les services de niveau 1 sont disponibles à l'ensemble des signataires de la CoM SSA, tandis que les services de niveau 2, qui offrent un soutien plus approfondi, sont réservés à un nombre limité de signataires.