



TERMS OF REFERENCE:

NATIONAL COMPANY TO PROVIDE INTERPRETATION SERVICES DURING YOUTHCONNEKT AFRICA SUMMIT 2021

Contract Type:	National firm to provide interpretation: French/English and rapporteur services for the YouthConnekt Africa Summit 2021
Duty Station	Accra, Ghana
Type of contract	National firm
Languages Required:	English and French
Duration of Assignment	9 working days (20-28 Oct)
Expected starting date and timing	Oct 20- 28

1. BACKGROUND

The YouthConnekt Africa Summit is an annual convening that connects youth from across the continent and beyond with policy influencers, political leaders, and public, private and development sector institutions to engage, discuss, design, and accelerate youth empowerment efforts at a continental level. In addition, every year the summit intends to create a platform for a larger number of young people from all over the continent to learn and engage in YouthConnekt Africa's youth development program. Every year, the YouthConnekt Africa Summit aims to address a variety of youth issues related to economic, social, and political empowerment of youth in Africa. This year's summit will focus on "Africa Beyond Aid: Positioning the Youth for the Post COVID Economy and AfCFTA Opportunities".

In March 2018, forty-four African heads of state gathered in Kigali, Rwanda to sign the framework for the AfCFTA to create a single continental market for goods and services, with free movement of businesspeople and investments. In current changing global economic outlook with hike in tariffs and protectionism, AfCFTA provides opportunities to African nations to look inward and increase access to regional markets. Considering the importance and impact of AfCFTA on regional economies, phenomenal potential for intra-continental trade, and opportunities to access new markets, the YCA plan to engage, encourage, and connect 226 million young African as the biggest stakeholder to exploit the trade

opportunities, enhance trade capacities, gain new skills to contribute to sustainable trade development.

Hosted by the Government of the Republic of Ghana, in partnership with the United Nations Development Programme (UNDP), the 2021 YouthConnekt Africa Summit will provide a platform for all partners involved in youth development to synergize around policies, programs and partnerships that position African youth to take advantage of the AfCFTA and advance regional integration. Held in Accra, the capital city of the Republic of Ghana, the 2021 YouthConnekt Summit will offer, over three days, a combination of informative, high-level plenaries, panel discussions, keynote speeches, small group workshops, research presentations, project pitching, awards, off-site activities, learning visits, exhibition, and cultural events.

Dates & Venue

The summit will take place in Accra, the Republic of Ghana

Venue: Accra International Conference Centre and Grand Arena

Proposed Dates: October 20-22, 2021

UNDP is initiating this Request for Proposals (RFP) to solicit proposals from qualified firm to hire a firm that provides interpretation services during the YouthConnekt Africa Summit 2021 in Ghana.

2. OBJECTIVE, SCOPE OF WORK AND RESPONSIBILITIES

The scope of work of the interpretation firm will essentially involve the overall translation, interpretation, sign language and rapporteur during the 2021 YCA Summit. The interpretation firm will work under the supervision of Ministry of Youth and Sports, National Youth Authority and UNDP Ghana to deliver the highest possible international standard service. The firm will assist Ministry of Youth and Sports, National Youth Authority, UNDP to provide high quality translation and interpretation services in two languages (English French), provide sign language interpretation and rapporteur services during YouthConnekt Africa 2021 Summit.

2.1 Interpretation and Translation Services

The work covers simultaneous interpretation services and devices needed for the 3 days' the YCA Summit 2021. More specifically, the interpretation requirements are the following:

Room	Item	Qty	No of days
Grand Arena	Interpretation booth	1	2
	Translation equipment	1500	2
	Interpreters (English <> French)	1	2
ICC Main Auditorium	Interpretation booth	1	2
	Translation equipment	700	2
	Interpreters (French /English)	1	2

Room 1	Interpretation booth	1	2
	Translation equipment	200	2
	Interpreters (French /English)	1	2
Room 2	Interpretation booth	1	2
	Translation equipment	200	2
	Interpreters (French /English)	1	2
Day	Hours		
October 20	9.00 am – 6:00 pm		
October 21	9.00 am – 6:00 pm		
October 22	9.00 am – 3:00 pm		

In addition to above, the interpretation service firm will **provide rapporteurs** to document the proceedings of all sessions, activities, workshops during the YCA Summit 2021.

3. DELIVERABLES

- **Inception Report** including a clear methodology to be used, the understanding of the TORs, work plan, staff to be hired, timeline, logistics, organization.
- **Interpretation and Translation Services: Translation of key documents before and during the YCA Summit 2021.** Simultaneous interpretation devices/services during the 3 days of the Summit.
- **Final report**, documenting all sessions held from October 20-22 (each session report needs to include the names of panellists, key speakers/interventions during interactive sessions, the main points discussed, the recommendations made, the commitments made)

4. INSTITUTIONAL ARRANGEMENTS

- The contractor shall carry out its mandate professionally, in line with the TOR given by the client and the approved Technical Proposal.
- In order to ensure UN communication standards, UNDP communications team will be involved in the production and review process.
- The contractor will be responsible to produce most deliverables well before the start of the event date and make these results available for check-ups and approval. **No last-minute arrangements are acceptable.**
- All the information relating to the event will be held in confidentiality by the contractor and the contractor should be aware that the ownership of all materials and products produced belong to the client. The contractor will not, without written permission from the client, divulge information to any third party.
- The contractor may be required to collaborate with other event management experts provided by the client who are not in direct competition with the contractor.

- The contract is for 9 days which will be allocated based on client instructions.

5. DURATION, TIMING

The assignment is scheduled to be undertaken by a firm comprising of a team of experienced professional interpreters. The service will take place from Oct-20-22, 2021.

The schedule for deliverables is as follows:

Deliverable	Suggested Time frame	Responsible party
Inception report including the methodology Plan and timeline	1 day	Interpretation firm
Interpretation /Translation services	3 days	Interpretation firm
2021 YouthConnekt Africa Summit report	5 days, after summit	Interpretation firm
TOTAL	9 working days	

6. DUTY STATION

Accra, Ghana

7. REQUIRED COMPETENCIES

- Reputable translation/interpretation firm with appropriate licenses.
- Demonstrable expertise and experience in providing French-English / English French simultaneous interpretation and rapporteur in high level international workshops/sessions/opening ceremony
- Evidence and references of quality performance.
- Fluency in French and English.

8. EVALUATION CRITERIA

CRITERIA	WEIGHT	POINTS
Reputable translation/interpretation firm with appropriate licenses	15	15
Demonstrable Expertise and experience in providing French-English/ English French simultaneous interpretation and rapporteur services in very high-level international events i.e. forums, summits, and programs	35	35
Evidence and references of quality performance and products	20	20
Methodology	30	30
TOTAL	100	100

9. PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The costs will be paid as a lump sum (inclusive of all expenses related to the consultancy) and will be fixed regardless of changes in the cost components of the consultancy. The

service provider will indicate, in a separate quotation, the cost of interpretation with the English <> French language combination. The fee will be paid upon completion of the following milestones:

%	Milestone
30%	Submission and approval of Inception report
50%	Provision of interpretation of services during summit/Submitting Resolution draft
20%	Following submission, presentation and approval of YouthConnekt Africa Summit Report by the organising committee

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.

Signature _____

Name and Designation _____

Date of Signing _____