



# Terms of Reference for the recruitment of a translation and interpretation firm for the ROGEAP project

**Project:** Regional Off-Grid Electricity Access Project (ROGEAPS)

**Subject:** Recruitment of a translation and interpretation firm

**Type of Contract:** Intellectual Service Contract

**Duration of the contract:** one (01) year renewable

**Remuneration:** time based

## 1. Project Background

The Regional Off-Grid Electricity Access Project (ROGEAPS) aims to increase access to sustainable electricity services in the fifteen ECOWAS member countries and in four other countries (namely Cameroon, Chad, Mauritania and Central African Republic) for households, businesses and in some cases, public health and education institutions as part of a pilot program.

While sub-Saharan Africa suffers from a lack of access to reliable electricity services, this deficit is most pronounced in the West and Central Africa region, particularly in countries such as the Central African Republic (CAR), Chad, Guinea-Bissau, Liberia, Niger and Sierra Leone. In addition, household access to electricity varies considerably between urban and rural areas.

Improving access to energy, especially for marginalized and disadvantaged groups and lagging regions, is essential to achieve sustainable and inclusive development and reduce poverty. Stand-alone solar systems represent an important potential market in West and Central Africa. Currently, less than 3% of the region is served by stand-alone solar systems, equivalent to about 5 million consumers. The 2018 market assessment identified that about 31 million households could be electrified using stand-alone solar systems in West and Central Africa. The potential value of the solar home market is estimated at around US\$6.6 billion. The assessment also identified about 800,000 educational and healthcare facilities that could be electrified with standalone solar systems, with an estimated investment of US\$1.5 billion.

The integration of stand-alone solar systems into the market in West and Central Africa faces several supply-side obstacles. These barriers stem from the fragmented market in West and Central Africa,



the dispersal of habitat and a lack of appropriate policy and regulatory frameworks. There is also a lack of a mechanism to support the development of the local solar industry, limited access to finance and a lack of reliable information on demand and customer segmentation. In addition, the region has yet to significantly benefit from photo-voltaic (PV) solar technologies and innovative business models such as the PAYGO system compared to East Africa. Promoting electrification using stand-alone solar systems requires a harmonized regional approach. The aim is to establish a business-friendly ecosystem to attract private sector investment to provide electricity to people not connected to the grid, including female-led households with decentralized solutions.

The project is financed by the World Bank and its partners and has two components:

- Component 1 focuses on developing a regional market for stand-alone solar systems by establishing a favourable regulatory framework and providing technical and financial assistance to off-grid solar entrepreneurs.
- Component 2 aims to facilitate access to finance for stand-alone solar system companies by setting up a credit line and a guarantee mechanism for commercial banks in the WAEMU zone.

ECOWAS and the Finance Manager are implementing component 1, while the West African Development Bank (BOAD) is implementing component 2.

In order to ensure proper implementation of the project, it is essential that the documents prepared within the framework of the project are translated into all ECOWAS working languages (English, French and Portuguese).

Similarly, interpretation must be provided at face-to-face or online meetings, seminars and workshops.

These TDRs are developed as part of the recruitment of a firm to ensure the translation of documents and interpretation during the various physical and virtual meetings.

## **2. Purpose of the consultation**

The translation and interpretation office (French - English - Portuguese) will be responsible for:

- (i) to translate the various documents that are drafted within the framework of the project (in the other official languages of ECOWAS) and



- (ii) to ensure the interpretation of speeches and interventions of people during meetings, workshops and seminars (face-to-face or online), and also to provide, install and ensure the proper functioning of interpretation equipment

### **3. Responsibilities and tasks to be performed**

#### **3.1. With regard to translation**

The selected firm will be responsible for translating reports, documents or information material submitted by the ROGEAP project as well as any other document from French into English and/or Portuguese and from English into French and/or Portuguese. The expected translation standards are those relating to international quality standards.

The firm will work under the supervision of the ROGEAP project implementation team based in Abuja, Nigeria and any other person designated by the project.

The tasks in carrying out the mandate include:

- i Translation from French to English and/or Portuguese;
- ii Translation from English to French and/or Portuguese;
- iii Translation from Portuguese into English and/or French.

For this purpose, the reports and other documents will be sent in Word format to the cabinet and the translation returned to the ROGEAP project for validation.

Any changes requested must be incorporated by the translator(s) and will not be subject to additional invoicing.

#### **3.2. Interpretation**

The selected firm will have to provide simultaneous interpretation in the different ECOWAS languages: English-French / French-English / English-Portuguese / Portuguese-English / French-Portuguese / Portuguese-French of all discussions during meetings, workshops, seminars, conferences, organized by the ROGEAP project.

The firm will work under the supervision of the ROGEAP project and any other person designated by the project.



The tasks in carrying out the mandate include:

- i Familiarity with documentation prior to meetings, workshops, seminars, conferences, organized by the ROGEAP project;
- ii Presence of interpreters on site or online 30 minutes before start-up;
- iii Simultaneous interpretation of all discussions in the requested languages during meetings, workshops, seminars, conferences, organized by the ROGEAP project;
- iv Provision of simultaneous interpretation equipment for physical meetings.

#### **4. Criteria for selecting the consultant**

The selection criteria of the interpretation firm will be based on the qualification of the consultants. Therefore, the selected Consultant is invited to submit a technical and financial proposal.

For this assignment, the consultant should identify highly experienced experts to form a team of translators and interpreters.

- Have at least 3 years' experience in the fields of simultaneous interpretation and translation of complex and voluminous documents.
- Have performed at least 3 similar interpreting assignments on behalf of a recognized institution during a physical meeting.
- Have performed at least 2 similar interpreting assignments on behalf of a recognized institution during a virtual meeting.
- Have translated at least two complex and voluminous documents on behalf of a recognized institution, including quality assurance of the execution of these translation work;
- Be able to mobilize a simultaneous interpretation or translation team in a very short time.
- Experience in renewable energy and off-grid solar systems will be an asset;
- Experience in translating ECOWAS and/or World Bank documents will be an asset.

#### **5. Duration of the assignment and remuneration**

This mission is planned for a period of one year (01) renewable during the duration of the project based on a satisfactory evaluation of past performance. However, the consultant will only work at the request of the ROGEAP project.

Remuneration will be made on the basis of the services provided and in accordance with the unit prices indicated in the financial proposal or, where applicable, retained after negotiation of the contract.



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## 6. Submission procedure

Interested firms are invited to express their interest by submitting the following documents:

- **Presentation of the firm**
- **List of similar experiences**
- **Evidence of similar experience (certificate of service done, copies of contracts, certificates of good performance)**
- **List of staff with CVs**

Expressions of interest for the purpose of hiring a translation and interpretation agency must be submitted electronically to [rogeapprocurement@ecowas.int](mailto:rogeapprocurement@ecowas.int) address and copy [ombacke@ecowas.int](mailto:ombacke@ecowas.int); [selhadji@ecowas.int](mailto:selhadji@ecowas.int); [eaka@ecowas.int](mailto:eaka@ecowas.int) no later than **9<sup>th</sup> March 2023 at 12:00 GMT+1**

Any request for clarification must be sent **electronically to the [rogeapprocurement@ecowas.int](mailto:rogeapprocurement@ecowas.int) address** and copy [ombacke@ecowas.int](mailto:ombacke@ecowas.int); [selhadji@ecowas.int](mailto:selhadji@ecowas.int); [eaka@ecowas.int](mailto:eaka@ecowas.int) no later than **3<sup>rd</sup> March 2023 at 12:00 GMT+1**.