



## **TERMS OF REFERENCE**

### **Interpretation Services**

#### **I. Introduction**

The ECOWAS Centre for Renewable energy and energy Efficiency - ECREEE was established in 2010 in response to the energy crisis faced by member states in the West Africa region. The overall objective of ECREEE is to contribute to the sustainable economic, social and environmental development in West Africa by improving access to modern, reliable and affordable energy services, energy security and reduction of energy related externalities (GHG, local pollution). More specifically, ECREEE aims to create favorable framework conditions for regional renewable energy and energy efficiency markets by supporting activities directed to mitigate existing technological and financial barriers.

Since its inception in 2010, ECREEE has played an active role in developing region-wide policies related to Renewable Energy (RE) and Energy Efficiency (EE), as well as creating awareness, investment and business promotion and building capacity in EE and RE in the region.

Over the years, ECREEE has seen a significant growth with significant increase demand for interpretation services, taking into account the dynamics in mobilizing partners and funds for implementing programmes and projects. Organizing regional and international events in the context of worldwide pandemic becomes an increasing challenge for ECREEE.

#### **II. Objectives**

The purpose of this bidding is to conclude selection of a most responsive bidder to provide interpretation services for upcoming ECREEE's events, specifically virtual meetings (workshops, trainings, forum, statutory meetings, etc.). A specific order or assignment will be defined on case by case basis, which will subject of a specific contract under this Framework Agreement.

The interpretation services will be from/into three official languages of the ECOWAS, namely English, French and Portuguese. Clear and accurate interpretation from/into the three languages is essential for the proceedings and outcomes at the events, bearing in mind that participants are governmental, partners, civil society, private sector representatives making statements, discussing and taking decisions on important substantial matters related renewable energy and energy efficiency topics and policies, as well financial and administrative matters.

### **III. Scope of services and expected output**

The service provider will support ECREEE with simultaneous interpretation from/into the three (3) ECOWAS official languages, English, French and Portuguese or any of the two on special request.

The service provider's duties and responsibilities include the following:

- Form teams of interpreters who have rich experience at multilingual conferences, with focus at English, French, Portuguese, and knowledge of the routine and the provisions at international, regional meetings, such the ECOWAS Institutions/Agencies, African Union, United Nations, European Union or similar institutions.
- Demonstrate flexibility and provide solutions, in case that the events exceed their regular duration in order to continue interpretation without interruption.
- Administration of the logistical aspects of providing simultaneous online interpretation services at ECREEE's meetings.
- Coordination and management of the interpreters' team before and during the meetings.
- Prepare the interpreters with specific terminologies and vocabularies used at ECREEE's meetings based on previous experience and research in the renewable energy and energy efficiency fields.
- Provide proper, clear and faithful interpretation during various conferences and meetings of ECREEE, using standard, clear and accurate language;
- Provide consecutive interpretation, when required, during audiences, discussions, etc.

The Contractor shall, upon request and receipt of duly authorized instruction from ECREEE, confirm availability of simultaneous interpretation for the respective specific event. The Contractor shall ensure availability of personnel during high demand periods and provide or assign interpreters at the same level and at the highest quality.

Payments shall be made upon delivery of services, according to the specific terms agreed on for each particular meeting, and based on satisfactory performance confirmed by ECREEE.

#### **IV. Application procedures**

Applicants shall submit their technical and financial proposals in English through [tender@ecreee.org](mailto:tender@ecreee.org) **ONLY**, latest by **27<sup>th</sup> November 2020**, clearly indicating in the subject: “PROVISION OF INTERPRETATION SERVICES ON FRAMEWORK AGREEMENT BASIS”. The electronic application shall include the following documents:

- CV of each interpreter with a detailed track-record;
- In case of firm, a detailed track-record of interpretation services with at least 3 similar assignments, namely in the ECOWAS Region, with proof;
- Short technical proposal (including proposed approach, methodology, pool of interpreters, planning, availability, etc.);
- Short financial proposal in Euro, USD or any official currency of an ECOWAS Member State, indicating man/day rate for the interpretation services, including all costs related.

#### **Contact:**

Requests for clarification can be directed to Mr. Oliveira, by e-mail: [adeoliveira@ecreee.org](mailto:adeoliveira@ecreee.org)