



In partnership with



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## We Can Work Programme

English - French Translation

Terms of Reference

December 2023

Light for the World International

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## 1. Program Summary

Light for the World International is leading a consortium with Africa Disability Forum (ADF) and Crosswise Works (CWW) to deliver the **We Can Work (WCW)** program. The WCW program is a regional signature disability program that uses a system and mindset change approach to impact the lives of at least 1,000,000 young women and men with disabilities to enable them to access dignified and fulfilling work. We Can Work will be integrated into the implementation of Young Africa Works in seven African countries: Ethiopia, Kenya, Uganda, Rwanda, Ghana, Nigeria and Senegal. The initiative will enable the programs in these countries to become disability inclusive, while equipping disabled youth with relevant work and leadership skills.

Within each country, teams composed of Disability Inclusion Advisors and Facilitators will work together to ensure the integration of disability considerations. The initiative will additionally implement targeted interventions for skills development and entrepreneurship support, assisting young women and men with disabilities in successfully transitioning into their professional careers. We Can Work involves a co-creation process. This means that young people with disabilities and partners will work with other key stakeholders to tailor the program approach to the specific context of each country. Apart from Light for the World, ADF and CWW, We Can Work will be implemented with the cooperation of seven national OPDs in Ethiopia, Kenya, Uganda, Rwanda, Ghana, Nigeria and Senegal.

## 2. Contracting Type

LFTW is looking for an English <> French Translation service to provide simultaneous translation services from English to French and French to English for teams during online meetings, including topics such as disability inclusion, finance, monitoring and evaluation and advocacy.

LFTW will issue a framework contract, initially for one year with scope to negotiate extension. The contract will include a trial period during which the quality of services will be assessed.

LFTW will be responsible for hosting and facilitating the meetings. The sole requirement of the tender is online translation services.

## 3. Description of Services

Simultaneous translation English to French and French to English will be needed for meetings and events including LFTW's Senegalese partner organization. Therefore, LFTW will provide a glossary for specific terminologies and any materials from presentations in advance. The extend of the translation will be for the following sessions:

Meeting Name	Attendance (est.)	Regularity	Length (hours) per meeting	Frequency (2024)	Hours Total
Programme Advisory Unit	20 people	Biannual	2	2	4
DIA Meeting	10 people	Monthly	2	10	20
Monthly MERLA meetings	10 people	Monthly	2	10	20
Quarterly Steering Meeting	10 people	Quarterly	1.5	4	6

Partnership Meeting	20 people	Quarterly	1.5	4	6
Advocacy Meeting	15 people	Quarterly	1.5	4	6
Finance Meeting	20 people	Quarterly	2	4	8
Technical Planning Meeting	12 people	Quarterly	2	4	8
Bilateral DIA Technical Check In	2 people	Twice a month	1	20	20
Learning and Documentation Meetings	10 people	Biweekly	1	40	40
<b>Total</b>				<b>102</b>	<b>138</b>

#### 4. Requirements

For an application, the following requirements/documents will be needed:

- Financial proposal for the description of services
- Rates for additional hours worked beyond the description of the services as well as rates for written translation if needed (per page or sheet)
- CVs of proposed translation team or individual (we would recommend at least two translators)
- Reference or evidence of translation work undertaken
- Certification of registration

Please submit all the required documents to [wecanwork@light-for-the-world.org](mailto:wecanwork@light-for-the-world.org) by 19 April 2024, addressed to Light for the World International.

#### 5. Evaluation Criteria

The consultant will be expected to submit the technical and financial proposal that will be reviewed and scored based on the evaluation criterion below.

Evaluation Criteria	Max. points obtainable
Demonstrated Experience and Quality	60%
Budget	40%