

# Terms of Reference

## Translators for Virtual Event on Role of Communities in the Path to Hepatitis C Elimination

**DEADLINE FOR APPLICATIONS: BY 25 NOVEMBER 2020 TO [cperfect@coalitionplus.org](mailto:cperfect@coalitionplus.org) AND [coalitionplus.hepc@gmail.com](mailto:coalitionplus.hepc@gmail.com).**

### A. Background

Founded in 2008, Coalition PLUS is an international coalition of community-based organisations (CBOs) against AIDS and viral hepatitis. Coalition PLUS, in a shared governance structures gathering 16 members, is now partnering worldwide with 100 CBOs in 52 countries. Some members of Coalition PLUS have been involved in hepatitis C (HCV) response at national level for many years.

Since 2015, Coalition PLUS has been coordinating the HIV/HCV Drug Affordability Project, an initiative that has involved partnerships with 15 local civil society organisations (CSOs) in seven countries: Brazil, Colombia, India, Indonesia, Malaysia, Morocco, and Thailand. Through outreach at the community level and engagement in the domestic policy dialogue, project partners promote increased awareness, access to diagnostics, and access to treatment.

Throughout the project, Coalition PLUS and its partners have collaborated with a wide range of stakeholders in the HCV space, particularly CBOs and CSOs. As the Coalition PLUS project comes to a close and the global HCV response enters a new decade, this webinar series held on the 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> December 2020 represents an opportunity to celebrate the impact the community has achieved, and seeks to explore the impact communities may have moving forward.

The webinar series will be held over two and half hour sessions over the three days and will be held in a mix of English and French speakers (primarily English speakers the third day). Thus, Coalition PLUS seeks a team of (two – three) translators to support simultaneous translations of the sessions held.

Each of the webinar sessions will be recorded in the original session language which will be uploaded on various social media channels. The sessions may also be released and available in its entirety in English and French, pending confirmation from Coalition PLUS with the translations provided by the translators.

### B. Scope of Work

- Assure simultaneous translation during the webinar session (held on Zoom) which will be primarily held in English with French speakers. Hence translators will simultaneously be translating from English to French (for English speakers and French participants) and French to English (for French speakers and English participants).
- Record the translation of the webinar sessions – three webinars, with one recording in English (including French to English translation) and one recording in French (including English to French translation) for all three sessions.
- Attend the 30 – 45 minutes preparation held prior to each session for audio checks to confirm recording and translation functions during the zoom session.

## C. Dates and Timing of Sessions

The sessions will be held over two and half hours slots during the below dates, excluding preparation time prior to each session:

1. 8<sup>th</sup> December 2020: 14:00 – 16:30 CET (Paris)
2. 9<sup>th</sup> December 2020: 14:00 – 16:30 CET (Paris)
3. 10<sup>th</sup> December 2020: 14:00 – 16:30 CET (Paris)

## D. Deliverables

1. Simultaneous translation for three webinar sessions from English to French and French to English
2. Audio recording of three webinar sessions – one in French, and one in English

## E. Qualifications

We are seeking:

- A team of translators (minimum 2 – 3) with proven experience and track record of simultaneous translations on Zoom.
- A team of translators (minimum 2 – 3) with proven experience and track record of recording the simultaneous recording during Zoom

Experience translating for communities and civil society organisations working in health is welcomed, we will also provide guidance on common acronyms and terms used.

## F. Requirements

Candidates must:

- Possess a minimum of two years of experience in simultaneous translations in both French and English;
- Be able to communicate via email, skype, zoom in English and French;
- Be able to show proof of liability insurance;
- Confirm consent for the use of recordings and ownership of recordings for use by Coalition PLUS; and
- Have a bank account that accepts US Dollars or EUR.

## G. Deadline and Submission

**Deadline: 25 November 2020**

We are inviting proposals of not more than 2 pages that includes the following:

- Statement of interest in the scope of work describe in this RFP that includes a clear description of work proposed or to be covered, a clear break-down of outputs and deliverables;
- A description of qualifications/experience with links to your company's/personal website, if applicable;
- Information on number of relevant past events where simultaneous translations were provided on Zoom, if applicable; and
- Consultancy fees or quotes that cover the proposed work and deliverables.

Accompanying documents:

- Reports or links to past virtual events where simultaneous translations were offered;
- CVs of primary applicant; and
- The names, phone numbers, and email addresses of two references.

Submission: Submit full detailed proposals with estimated fees to [cperfect@coalitionplus.org](mailto:cperfect@coalitionplus.org) and [coalitionplus.hepc@gmail.com](mailto:coalitionplus.hepc@gmail.com).

Please note that only successful candidate(s) will be contacted for next steps. Candidates that are tentatively selected will be asked for a brief follow up call prior to confirmation of selection.