



## **Terms of Reference for the selection of a Firm to provide English, French and Portuguese translators and Interpreters for the WARDIP project implementation**

### **1. Project context**

The Project Development Objectives of the Western Africa Regional Digital Integration Program (WARDIP) are to increase broadband access and usage and to promote the establishment of a single digital market in West Africa. WARDIP aims to build consensus and momentum around the vision of achieving a Single Digital Market (SDM) in Africa. Regional digital integration within ECOWAS will align with the African Union Commission SDM Strategy. Coordination is needed at the country, regional, and continental levels to transition to an integrated digital market in Western Africa.

The implementation of the WARDIP project is expected to increase the secure flow of digital services within and between participating West African countries. This objective is expected to be achieved through:

- Developing regional regulations and standards;
- Supporting countries in the region in the transposition of regulations.
- Developing key international infrastructure in lagging West African countries; and
- Upgrading key digital infrastructure at the national level, such as digital payment infrastructure.

The project will support ECOWAS in developing regional regulations and guidelines, establishing knowledge sharing mechanisms at the regional level, and monitoring the transposition of these regional regulations and guidelines at the national level. At the national level, the project will support countries lagging in international digital connectivity and whose digital economy is less developed by providing them with a legal and regulatory framework.

To ensure proper project implementation, it is essential that documents produced under the project are translated into all ECOWAS working languages (English, French and Portuguese). Additionally, interpretation services are necessary during face-to-face or online meetings, seminars and workshops.

These ToRs are developed to recruit a Firm to provide document translation and interpretation during various physical and virtual meetings.

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

The translation and interpretation Firm (French – English – Portuguese) will be responsible for:

- (i) Translating various documents produced by the project into the other official languages of ECOWAS



- (ii) Interpreting speeches and interventions during meetings, workshops and seminars (in person or online), as well as providing, installing and ensuring the proper functioning of interpretation equipment.

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

#### **3.1. Translation**

The selected firm will be responsible for translating the Terms of Reference, reports, documents or information material submitted by the WARDIP program and any other documents from:

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

Translation standards are expected to align with international standards. The firm will work under the supervision of the WARDIP Project Implementation Unit based in Abuja, Nigeria and any other person designated by the project.

The tasks involved in the performance of the mandate include, inter alia:

- Translating documents sent in Word format and returning the translations to the WARDIP project for validation.
- Incorporating any requested changes, which will not be subject to additional invoicing.

The approximate number of workshops requiring interpretation services is nine (9) to be held in ECOWAS countries. The various documents (terms of reference, workshop proceedings, reports, etc.) to be translated are approximately twenty-five thousand (25,000) words.

#### **3.2. Interpretation**

The selected firm will provide simultaneous interpretation in the various ECOWAS languages: English - French / French - English / English - Portuguese / Portuguese - English / French - Portuguese / Portuguese - French for all discussions during meetings, workshops, seminars, conferences, organized by the WARDIP program in ECOWAS countries.

The firm will work under the supervision of the WARDIP program, and any other person designated by the project. Tasks within the framework of the execution of the mandate include, among others:

- i. Familiarization with the documentation prior to meetings, workshops, seminars, conferences organized by the WARDIP program.
- ii. Ensuring interpreters are present on site or online 30 minutes before the start of the meeting.
- iii. Providing simultaneous interpretation of all discussions in the requested languages



- iv. Providing simultaneous interpretation equipment for physical and hybrid (online) meetings.

#### **4. Consultant Selection Criteria**

The selection criteria for the interpreting firm will be based on the qualifications of the consultants. The selected consultant will then be invited to submit technical and financial proposals for negotiation. The consultant should identify highly experienced experts to form a team of translators and interpreters. The Criteria include:

- Have at least 5 years of experience in simultaneous interpreting and translation of complex and lengthy documents.
- Have carried out at least 3 similar interpreting assignments on behalf of a recognized Institution during a physical meeting.
- Have carried out at least 2 similar interpreting assignments on behalf of a recognized Institution during a virtual meeting.
- Have translated at least 5 complex and voluminous documents on behalf of a recognized institution, including quality assurance of the execution of this translation work.
- Being able to mobilize a team of simultaneous interpreters to attend meetings in ECOWAS countries, or translators at very short notice.
- Experience in the field of telecommunications, digital transformation and posts would be an asset.
- Experience in translating ECOWAS and/or World Bank documents would be an asset.

#### **5. Duration and remuneration**

This assignment is planned for a period of one (01) year, renewable during the project period based on a satisfactory evaluation of past services. However, the consultant will only work at the request of the WARDIP project. Remuneration will be based on the services provided and in accordance with the unit prices indicated in the financial proposals or, if applicable, retained after negotiation of the contract.