



PSS Forum - Simultaneous Interpretation and Translation

June 2017

ABOUT REPSSI

REPSSI (Regional Psychosocial Support Initiative) is the leading African psychosocial support organisation. REPSSI's vision is that all girls, boys and youth have the right to enjoy psychosocial and mental wellbeing. REPSSI has strong partnerships with governments (particularly the ministries responsible for social services, education and health), development partners, international organisations and NGOs in thirteen countries of East and Southern Africa.

BACKGROUND/CONTEXT OF TASK

REPSSI hosts a biannual Psychosocial Support forum to promote awareness and understanding of the importance of psychosocial support (PSS) and share knowledge on approaches to providing it. This forum is a high level partnership building platform that brings together stakeholders from regional economic blocks, national governments, civil society, academia, international cooperating partners, media and community implementing partners.

The theme of the fourth forum, which will take place at the AICC Arusha, Tanzania from 4-6 September, 2017, is *"Equity, Equality for all Girls, Boys and Youth"*.

OBJECTIVES OF THE FORUM:

- To influence policy formulation and implementation in the work of social, health and education practitioners as they interact with girls, boys and youth.
- To share innovative trends in PSS practice and new research findings
- To bring young people, practitioners, researchers, policy makers and international cooperating partners together to network, share promising practices, discuss challenges and develop new solutions.
- To share experiences in the application of equity and equality in PSS interventions targeted at girls, boys and youth.
- To enhance PSS capacity and knowledge for practitioners who interact with girls, boys and youth.

SCOPE OF WORK

- Provide Simultaneous Interpretation at the PSS Forum based on the SADC and EAC practice. English will be used as the floor language throughout the Forum.
- Translate the Forum communiqué from English into French and Portuguese. The communiqué will be presented on the last day of the Forum.
- Operate interpretation system

DELIVERABLES

Clear and accurate interpretation from/into the three languages is essential for the proceedings and outcomes at the Forum.

- Offer simultaneous interpretation services at the PSS Forum from and into the following languages English, French and Portuguese
- Timely delivery of accurate translated communiqué detailing the Forum recommendations from English and into the following languages; French and Portuguese.

QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/EXPERIENCE REQUIRED:

- The team members should have at least a Bachelor's degree or equivalent qualification in Linguistics, Translation/ Interpretation and/or Languages (English, French and Portuguese) with fluent spoken and written English, French and Portuguese.
- At least 3 years working experience as interpreters/translators with SADC or EAC.

- Good knowledge and understanding of psychosocial support; equality where the rights, responsibilities and opportunities of girls, boys and youth will not depend on their gender, socio-economic status or any other classification or stratification.
- Excellent writing and editing skills to prepare written materials in a clear and concise manner.
- Strong interpersonal skills including strong verbal communication skills in English, French and Portuguese.
- Committed to the principles and values of child rights.

REPORTING

The interpreters/translators will liaise with the Head: Advocacy and SBCC, ahead of and throughout the forum to ensure that all expected outputs are achieved.

INELIGIBILITY CRITERIA

All potential consultants that fall into any of the following categories will be excluded from participating in REPSSI projects:

- If you have been convicted of an offence concerning your professional conduct by a court judgment
- If you have been convicted of an offence concerning child abuse
- If you have been guilty of grave professional misconduct proven by any means that the contracting authority can justify
- If you have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the tax law of your country
- If you have been the subject of a court judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity
- If you have been declared to be in serious breach of contract for failure to comply with previous contractual obligations

All interested consultants must confirm in writing that they do not fall in any of the above categories.

HOW TO APPLY

Please send your proposal, highlighting the following:

- A brief introduction of the bidding firm or person attaching relevant CVs
- Your understanding of the Terms of Reference explanation of your ability to deliver on the ToR and provide evidence of similar work undertaken in the past including names of references as well as professional fees
- Proposed budget

All relevant information (CV, cover letter, copies of testimonials, certificate of works, and 3 contact references) should be sent to hadmin@repssi.org and pss-forum@repssi.org by the 30th of June 2017.

Please indicate the consultancy title in the subject of your email. The successful applicant will be notified by the 15th of July 2017.