



In partnership with



We Can Work

Call for Expression of Interest for Professional interpretation (English-French) services and equipment during Youth Leadership Programme Workshop in Addis Ababa, Ethiopia

Date: 30TH July 2025



CROSSWISE
WORKS

1. Introduction

The African Disability Forum is the continental membership organization of Organizations of Persons with Disabilities (OPDs) in Africa. ADF currently has members from 44 African countries (National Federations of Organization of Persons with Disabilities), 9 continental OPDs and 4 sub-regional OPDs.

ADF is a strategic partner for Light for the World in the [We Can Work](#) (WCW) program, which is a signature program to improve access to dignified and fulfilling work for young women and men with disabilities in Ethiopia, Kenya, Uganda, Rwanda, Ghana, Nigeria and Senegal. As a strategic partner, ADF is leading on Youth Led Advocacy in the programme and has scheduled a Youth Leadership Programme (YLP) Workshop from the 25th to the 29th of August 2025. It is against this background that ADF is seeking for in Country in Addis professional interpretation services during the scheduled YLP workshop in Addis Ababa, Ethiopia.

2.Objective:

To secure professional interpretation services and equipment for the Youth Leadership Programme workshop, in Addis Ababa ensuring seamless English to French and vice versa communication. The training will have approx. 36 participants. The training will be facilitated by English-speaking trainers.

3.Scope of Work:

- Provide high-quality simultaneous interpretation services from English to French and vice versa throughout the training duration.
- Provide professional interpretation service providers in the plenary and/or in breakout sessions for 5 days from 9:00am - 5:00pm in the afternoon.
- Supply all necessary interpretation equipment, including but not limited to headsets, microphones, and translation booths, ensuring they are fully operational and meet the event's technical requirements.
- Coordinate with the event organizers to understand the specific needs and context of the training to deliver accurate and contextually relevant interpretation.
- Ensure interpreters are experienced in disability inclusion topics to enhance the training's effectiveness and inclusivity.

4.Deliverables:

- A team of certified interpreters with proven expertise in English-French bilingual communication and familiarity with disability inclusion terminology.
- Complete set-up and testing of interpretation equipment on site prior to the event start date and ensure continued efficiency during the workshop
- Real time simultaneous interpretation for the 5-day training workshop
- A brief report on work done highlighting successes, observations and lessons

4. Submission of proposal

The ADF is seeking technical and financial proposals detailing the Applicants Education (*Curriculum vita*) and experiences. The Applicant must be based in Addis Ababa-Ethiopia.

The technical and financial proposal should be submitted on 8th of August 2025 on or before 5:00 pm East African Time (EAT).

The Applicants shall submit technical and financial proposal addressed and emailed to **info@adf-secretariat.org**. Please attach all relevant documents to this email.

5. Modality of payment

The Provider will be paid a commitment fee of 10 % upon signing the while the rest 90 % will be paid at the end of the training after delivering the services and providing the invoices

6. Technical/ Financial evaluation

The technical and financial criteria and maximum number of points (under each criteria are:

No	Maximum Points
Qualification: At least three expert pools with an advanced university degree in translation/interpretation, linguistics in French and English or be certified professional simultaneous interpreters with a degree in interpretation in French and English or equivalent	15
General Professional experience: A minimum of 5 years' experience in professional simultaneous interpretation services in events conferences/workshops organized on human rights, civil society or INGOs spaces.	15
Specific Professional experience: A demonstrated track record of interpreting events covering technical conversations on disability and disability inclusion.	15
References: Positive feedback from at least 3 previous clients, demonstrating reliability and quality of service.	5
Equipment's	
• Interpretation booths (completely soundproof, enclosed)	3
• Interpretation system (Transmitter, CCU, Radiators)	3
• Consoles for interpreters ¹	3
• Headphones for interpreters	3
• Microphones for participants	3
• Receivers for participants	3
• Roving mics	3
• Chairperson microphone	3
• PA system (mixers, speakers)	3
• Onsite technician	3
Overall score on Equipment	30
Price offer	20

Price Component	Currency (USD)	Total amount
Daily remuneration		

¹ This is a system that allows interpreters to listen to audio inputs and speak their interpretations into a microphone.