

TERMS OF REFERENCE (TOR) FOR INTERPRETATION SERVICES

THE SECOND CONGO BASIN CONVENING 2026

Agroecology for Inclusion, Sustainable Food Systems, Biodiversity, and Climate Justice in the Congo Basin | 25 to 27 August 2026, Yaoundé, Cameroon

1. Background

The Alliance for Food Sovereignty in Africa (AFSA), together with its Congo Basin members and consortium partners, is organising the Second Congo Basin Convening from 25 to 27 August 2026 in Yaoundé, Cameroon. Themed “Agroecology for Inclusion, Sustainable Food Systems, Biodiversity, and Climate Justice in the Congo Basin”, the convening will bring together around 140 participants from the six Congo Basin countries (Cameroon, Central African Republic, Republic of Congo, Democratic Republic of Congo, Equatorial Guinea, and Gabon) and neighbouring countries, including government ministries, civil society and farmer organisations, Indigenous Peoples and local communities, women’s organisations and youth movements, researchers, media, and technical and financial partners.

The convening will operate in three languages: French, English, and Portuguese, reflecting the linguistic diversity of the Congo Basin region and participating countries. High-quality interpretation is essential to ensure that all participants, including grassroots and community delegates, can follow proceedings, contribute meaningfully to discussions, and participate fully in the negotiation and adoption of the Yaoundé 2026 Declaration and regional action roadmap.

AFSA therefore seeks to engage a professional interpretation service provider to deliver simultaneous and consecutive interpretation across French, English, and Portuguese, together with the associated equipment and technical support, for the three-day convening.

2. Objectives of the Assignment

- To provide accurate, professional simultaneous interpretation across French, English, and Portuguese for all plenary and panel sessions of the three-day convening.
- To provide consecutive or whispered interpretation support for breakout and thematic working-group sessions, side meetings, field or exhibition interactions, and media engagements as required.
- To supply, install, operate, and dismantle all necessary interpretation equipment, including booths, consoles, transmitters, and receivers, with dedicated technical support throughout the event.

3. Scope of Work and Responsibilities

A. Pre-Event

- Participate in coordination meetings with the AFSA team and the event facilitator to understand the agenda, session formats, and interpretation requirements.
- Review background materials, including the concept note, agenda, speaker briefs, and key terminology on agroecology, food sovereignty, biodiversity, land rights, and climate justice, to ensure accurate use of technical vocabulary in all three languages.
- Develop and share a trilingual (French, English, and Portuguese) glossary of key terms with the interpretation team ahead of the convening.

- Conduct a site visit or technical assessment of the venue to confirm booth placement, equipment needs, and audio integration with the venue sound system.
- Propose a staffing plan indicating the number of interpreters per language pair and their rotation schedule, in line with professional standards.

B. During the Event (3 Days: 25 to 27 August 2026)

- Provide simultaneous interpretation into and out of French, English, and Portuguese for all plenary sessions, high-level panels, and country reflections.
- Deploy interpreters to breakout and thematic working-group sessions as per the agreed staffing plan, using portable equipment or consecutive interpretation where appropriate.
- Distribute, track, and collect interpretation receivers and headsets daily, and maintain a functioning replacement stock.
- Provide a dedicated technician on site throughout the event to manage equipment, troubleshoot promptly, and coordinate with the venue audio-visual team.
- Support the accurate interpretation of the drafting, validation, and adoption sessions for the Yaoundé 2026 Declaration and regional action roadmap, where precision of language is critical.

C. Post-Event

- Dismantle and remove all equipment from the venue promptly after the close of the convening.
- Submit a brief service report summarising services delivered, equipment usage, and any issues encountered, with recommendations for future events.

4. Deliverables

- A staffing and equipment plan covering all three language pairs, including interpreter rotation schedule, submitted and agreed before the event.
- A trilingual (French, English, and Portuguese) glossary of key technical terms shared with AFSA and the facilitation team.
- Uninterrupted, high-quality simultaneous interpretation for all plenary sessions across the three days.
- Interpretation support for breakout and working-group sessions as per the agreed plan.
- Fully functional multi-channel interpretation equipment (booths, consoles, receivers, and headsets sufficient for approximately 140 participants across three language channels) with on-site technical support.
- A concise post-event service report.

5. Required Qualifications

- A registered interpretation service provider or team with proven experience (5+ years) providing simultaneous interpretation for high-level international conferences, preferably in Cameroon or the Central African region.
- Qualified conference interpreters with demonstrated experience in simultaneous interpretation across the French, English, and Portuguese language pairs; membership of a recognised professional body (e.g. AIIC or equivalent) is an added advantage.
- Familiarity with the vocabulary of agroecology, food systems, biodiversity, climate change, land rights, and development cooperation.

- Capacity to supply and operate ISO-compliant multi-booth, multi-channel interpretation systems for an audience of approximately 140 participants across plenary and breakout formats.
- Experience working with diverse audiences, including grassroots, Indigenous Peoples', and community representatives.
- Ability to deploy a full team and equipment in Yaoundé for the duration of the event, including set-up and testing the day before the opening.

6. Duration and Remuneration

The assignment covers pre-event preparation, equipment set-up and testing on 24 August 2026, three full event days from 25 to 27 August 2026, and post-event reporting. The service provider will be remunerated based on an agreed all-inclusive quotation covering interpreters' fees, equipment hire, technical support, and any related costs, payable against satisfactory completion of deliverables.

7. Application Process

Interested service providers should submit:

- A technical proposal outlining their understanding of the assignment, proposed team composition, equipment specifications, and approach.
- A financial proposal with a detailed, all-inclusive quotation.
- Evidence of similar assignments and two references from comparable events.

Submissions should be sent to afsa@afsafrica.org or delivered to Plot 1742, Kigobe Road, Ntinda, P.O. Box 571, Kampala, Uganda by 3rd August 2026.