SIMULTANEOUS INTERPRETATION FOR GLOBAL EVENTS: TERMS OF REFERENCE (TORS)

Project Manager	Rose Smith - Membership and Events Coordinator
Additional technical support	Language leads
Date	5th December 2022
Timeframe	January 2023 – 30th September 2023
Location	Remote
Budget code	BHA (OGB sub-agreement)

BACKGROUND

The CALP Network is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CALP members deliver the vast majority of humanitarian CVA worldwide.

CALP organizes a number of events on technical and policy issues related to CVA. Simultaneous interpretation will allow global discussions among a wider range of stakeholders and voices, as well as showcasing more diverse experiences. The use of simultaneous interpretation via a pilot TOR in 2022 meant CALP events could engage more participants, although there were the following recommendations to achieve quality interpretation:

- Whenever possible, use the same interpreters for all events, this way the interpreters get to know the CALP team and CVA acronyms and glossary.
- Have a call between language leads and interpreters once every 6 months, to touch base on glossary, terms and other questions (or if there is a change in regular interpreters).
- Provide interpreters with the CALP glossary, other terminology guides (like UN terminology guide which gives acronyms for organisations, like IFRC), the agenda and presentation, key terms specific to the event discussion and any other papers relevant to the event at least 1 week in advance. Confirm receipt of these with the interpreters ahead of the event (more than 48 hours ahead).

CALP will systematically use simultaneous interpretation in global events, where appropriate, as per the interpretation criteria. Simultaneous interpretation for regional meetings is procured in region, as there are different budgets, hosts and procurement processes, but learning about how to achieve quality interpretation should be shared.

OBJECTIVES

To provide simultaneous interpretation for events in Arabic, English, French and Spanish, as required. Interpretation will often be English to other languages, but not always.

Events will range from 1-2 hours and involve humanitarian and CVA terminology. Interpretation should be informed by the relevant CALP glossaries.

CALP would like to work with a service provider and ideally, the same interpreters, as much as possible. CALP aims to book interpreters at least two weeks before an event.

CONSULTANCY & DELIVERABLES

- Up to 10 x 90-minute events with simultaneous interpretation. Events are typically in English and are interpreted into Arabic, Spanish and French.
- Interpreter preparation before each event to familiarise themselves with the event content and key terminology.
- Interpreter participation in an induction session with CALP staff twice per year, and/or whenever a new interpreter is contracted for an event.

ROLES AND QUALIFICATIONS

Proposed interpreters should:

- Hold relevant interpretation degrees and/or certification
- Have significant experience working on international aid issues and technical topics

MILESTONES AND PAYMENTS

Payments will be based on the following finalization of the deliverables within 30 days from the date of the invoice.

The deliverables are events with simultaneous interpretation in 4 languages (Arabic, English, French and Spanish).

Payments will be made per each event on submission of relevant invoice with a breakdown of hours, time of the event and its total cost in USD.

Total fee for the project is not expected to exceed £10,000 eqv.

HOW TO APPLY

Please send financial proposals to consult@calpnetwork.org no later than 13th January 2023 indicating in the subject: "Simultaneous Interpretation for Global Events".

The proposal should include the following:
- Financial proposal for the above deliverables.
- CVs of the proposed interpreters, underlining relevant experience.