



# ***Eastern Africa Farmers Federation***

## **Expression of Interest**

(by the consulting firm in response to the REOI issued  
by the procuring entity)

for

*Translation of materials – marketing, customer channel menus and training materials*

Ref No: ***GASFP/2.1/22***

**Issue Date: 23/12/21**

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# ANNEX 1

## PRELIMINARY TERMS OF REFERENCE

### **Consulting Services for Translation of materials – marketing, customer channel menus and training materials.**

#### **1. Client**

The client for this assignment is Eastern Africa Farmers Federation (EAFF)

#### **2. Country background**

The EAC is made up of five countries, namely Kenya, Tanzania, Uganda, Rwanda and Burundi. Kinyarwanda is the national language of Rwanda, and the first language of almost the entire population of the country. It is one of the country's official languages alongside French, English, and Swahili.

In Uganda the official languages are English and Swahili, although "any other language" may be used as a medium of instruction in schools or other educational institutions or for legislative, administrative or judicial purposes as may be prescribed by law

#### **3. Background on project**

EAFF with the support of key partners, founded a mobile platform called e-GRANARY. The platform is outfitted with numerous features destined to help connect smallholder farmers to markets, secure access to quality certified seeds and finance to fund their activities.

The overall intention of the GASFP MMI project is to scale out e-GRANARY's innovative ICT mobile technology to facilitate product aggregation, provide timely weather and extension advice, digitize and deliver different loan products to farmers and allow for close monitoring of agricultural campaigns. It is in line with EAFF new strategic plan 2020-2028; whose major thrust for EAFF is for commercially viable smallholder farming units.

##### ***Project components:***

Component 1: Access to Services: Registration campaign, platform establishment, partnership development, roll out of products. Specifically, this component wants to achieve:

Component 2: Capacity Building and Knowledge Management:

#### **4. Background of the assignment**

EAFF and partnering national farmer organizations have so far been able to (i) develop curriculum and training materials for structured trade, (ii) develop curriculum and training materials for financial literacy, (iii) establish agronomy support system for the e-extension function on beans, maize, soya

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In Rwanda, the project is implemented through IMBARAGA and National Cooperatives Confederation of Rwanda. And, in Uganda participating NFOs is Uganda National Farmers Federation (UNFFE) and National Alliance of Agricultural Cooperatives Uganda (NAAC). The Rwanda beneficiary largely speak Kinyarwanda and French and require materials to be translated to this language of their understanding.

## **5. Overall objectives**

The Project Goal is to improve the income and living standards of participating e-Granary smallholder farmers in Tanzania, Uganda and Rwanda.

The Project Development Objective is to increase productivity and profitability of participating E-Granary farmers.

### **Anticipated project outcomes include:**

- E-granary platform will be working with 50,000 smallholder farmers registered onto the e-Granary;
- Smallholders will have increased market access - 22,000 MT of product worth >7M USD sold on the market by smallholder farmers;
- Smallholders will have increased access to financial services - 16,700 small holder farmers receive credit on their mobile phones;
- Smallholders will have increased access to extension services - 22,000 small holder farmers' access agriculture extension services via mobile phones.

## **6. Objectives of the assignment**

To this end International EAFF is looking to engage services providers (Translators and/or Interpreters) from English and Kinyarwanda/French or Kinyarwanda/French to English of EAFF documents, publications, and training materials,

## **7. Scope of work**

Text Translation:

Ensure that the translation text is technically, linguistically and grammatically correct, error free and meets high quality standards, without requiring further editing after completion of the translation.

Professional translation from/to Kinyarwanda/French and English languages.

Provide accurate and timely translation to the satisfaction of EAFF standards.

Observe confidentially and refrain from divulging any information about the content of the text.

Return the original of the documents to EAFF after completion of the services.

Translation shall be done within the stipulated deadlines in the work order.

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Maximum percentage margin of errors per page should not be more than 3 %.

The translated materials should be provided to EAFF after completion of the required services in a hard copy and a soft copy.

The documents translated remain the copyright of EAFF and should not be shared with any third party.

Fees will be paid upon actual provision of services, and after getting the certification of the concerned EAFF staff member, and after submission of invoice for the payment. Payments will be wired to bank accounts.

Translation of documents from/ to Kinyarwanda/French and English Language. Each page will be calculated by 250 words (250 words per 1 page) - Translation of Power Point slides, per one Slide. Payments will be made against signed purchase orders, and purchase orders done upon actual services delivered.

## **8. Capacity building and transfer of knowledge**

- None

## **9. Reports and schedule of deliverables**

A document (preferably) in Microsoft Word format as a clean copy, a copy with “track changes” marked, and a copy with comments of translated text in a clear and jargon free language content ensuring no language errors, structure is improved, and such that the meaning and understanding of all principles and analysis presented in the documents reflect their true sense.

### **Quality Standard**

All translations by the Contractor must be rendered publication-ready, commensurate with what an experienced professional translator can offer. The term “publication-ready” shall mean that the translation respects the formatting conventions specified by EAFF and is devoid of typographical, spelling and grammatical mistakes. The translations must also be written in clear, correct and readable language. The content and meaning of the original must be accurately rendered in the target language, and a high level of terminological and style consistency must be achieved.

## **10. Consultant’s qualifications and experience**

### **Key expert 1: Team leader**

#### **Qualifications and skills**

- Minimum five years of professional experience in translation and editing
- University bachelor’s degree in English all related fields
- Proven experience of translation/interpretation services;
- Experience working with international development organizations is desirable;

#### **General professional experience**

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- Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.
  - Past work with EAFF or an NGO/development organization of the same caliber will be an advantage.
  - Knowledge of Development sector terminology will be considered an advantage
  - Ability to work under pressure and deliver quality work while meeting deadlines

#### Specific professional experience

- Demonstrated experience in translating professional documents;
- Outstanding translation and editing skills in Kinyarwanda/French and English;

#### Key expert 2: Team leader

##### Qualifications and skills

- Minimum 3 years of professional experience in translation and editing
- Proven experience of translation/interpretation services;
- Experience working with international development organizations is desirable;

##### General professional experience

- Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.
- Past work with EAFF or an NGO/development organization of the same caliber will be an advantage.
- Knowledge of Development sector terminology will be considered an advantage

##### Specific professional experience

- Demonstrated experience in translating professional documents;
- Outstanding translation and editing skills in Kinyarwanda/French and English;

#### **11. Location and period of execution**

The Consultant should complete the task within 30 days from signing of the contract. The Consultant will propose a detailed work plan schedule which will be finalized later with e-GRANARY.

e-GRANARY Outgrower Manager's office shall be responsible for managing supervision of the consultant and administration of the contract

#### **13. Services and facilities to be provided by client**

- Marketing materials
- Training materials
- Word documents
- Slides

#### **14. Services and facilities to be provided by the consultant**

- Professional translation service

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- Ensure professional translation, proofreading and editing of all text, including figures, boxes, captions, sources and covers; -
  - Perform terminology research and use the correct terms and names consistently throughout the translated text;
  - Pay attention to detail at all levels and check for errors (e.g. grammar, syntax, spelling, punctuation, formatting) to ensure the translated text is an accurate, faithful and consistent rendering of the original text.
  - Translation shall be done within the stipulated deadlines in the work order.

## ANNEX 2

### Qualification and Evaluation Criteria

*[Insert criteria related to required qualifications and experience of the firm, such as core business and years in business, relevant experience, technical and managerial capability of the firm. The qualifications and experience of key experts shall not be included in the shortlisting criteria as the shortlisted firms will be asked to submit a detailed technical and financial proposal which is then negotiated.]*

***[Sample below]***

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of <b>at least 2 projects</b> of a similar nature and scope of works during the <b>last 10 years</b> .		
<b>A.</b>	<b>General experience</b>	<b>30</b>
i	General experience: Firm has been in existence for 5years	10
<b>B.</b>	<b>Specific experience</b>	<b>70</b>
i	Experience in translation services and especially in the development field	15
ii	Experience in professional translation, proofreading and editing of all text, including figures, boxes, captions, sources and covers and delivering a complete translated documents	40
iii	Experience in translation and editing in Kinyarwanda/French and English;	15
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>